

Short-Term WorkFlex/Remote Work Agreement for

[Insert Employee Name]

The above-named employee understands that [Company Name] WorkFlex/Remote program is a temporary program to allow the employee to [telecommute/work remotely] during the [insert reason for allowing telework, i.e. pandemic or weather-related event]. Given the nature of the reason for the remote work assignment, please note that circumstances and expectations may change quickly and unexpectedly.

The employee agrees to the following conditions:

1. The employee is expected to remain accessible and productive during normally scheduled work hours. Should the employee need a flexible schedule due to personal circumstances, the employee is expected to communicate those needs and obtain approval. Accommodations will be made on a case-by-case basis.
2. Nonexempt, hourly employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices. Remote workers will be held to a higher standard of compliance due to the nature of the remote work. Any hours worked in excess of the normal schedule or less than the agreed upon hours to be worked, will require advance approval from the supervisor.
3. If necessary for the employee to report to the employers' work location for any reason, the employee will be notified by management and expected to comply.
4. The employee is expected to communicate regularly with his or her supervisor and co-workers.
5. Conditions of employment remain the same. The policies and procedures that normally apply to the central workplace shall remain the same for remote employees. This shall include but not be limited to performance criteria. Remote assignments do not change the conditions of employment or required compliance with policies and rules.
6. The employee will maintain satisfactory performance standards.
7. The employee understands that telecommuting is not a substitute for dependent care and will do their best to make arrangements for regular dependent care. Exceptions may be made for employees with caregiving responsibilities during [insert reason for allowing telework, i.e. pandemic or weather-related event]
8. It is the responsibility of the employee to ensure that their remote work area is in a safe condition, free from hazards and other dangers. The employee is responsible for avoiding work that is not normally part of the job when working at the remote location, such as heavy lifting, and for taking normal precautions to avoid accidents. Employees are required to report any and all injuries or hazards that are directly related to the immediate work area and incurred when performing the company's business at their remote work location. [Company Name] assumes no liability for injuries occurring in the employee's remote work area outside of designated work hours.

The following equipment will be provided by the Company:

<u>Description of Equipment</u>	<u>Serial No.</u>	<u>Date Provided</u>

The employee is expected to supply following equipment:

<u>Description of Equipment</u>

The employee agrees that [Company name] equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on [Company name] equipment. The employee understands that all tools and resources provided by the company shall remain the property of the company at all times.

The employee agrees to protect company tools and resources from theft or damage and to report theft or damage to his or her manager immediately.

The employee agrees to comply with [Company name]'s policies and expectations regarding confidentiality and information security. The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices.

[Company name] will reimburse employee for the following expenses:

Employee shall submit expense reports with attached receipts in accordance with [Company name]'s expense reimbursement policy.

The employee understands that all terms and conditions of employment with the company remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement for any reason at any time.

The employee agrees to return company equipment and documents when the remote assignment ends or within five days when/if there is a separation from employment.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Human Resources signature: _____ Date: _____