

# [Company Name] REMOTE WORK AGREEMENT

This Remote Work Agreement applies to employees who:

1. Work remotely on a full-time basis, or
2. Split their time between remote work and onsite work, as part of a hybrid arrangement.

If necessary, employees may have to temporarily change their remote work schedule, with their supervisor's approval. This agreement may be amended or terminated by providing at least 30 calendar days' notice. This agreement does not change any other employment obligations, responsibilities, or terms of employment except as specifically addressed here.

## 1. Employee Information

Data	[Enter Data]
Employee Name	[Enter Employee Name]
Position	[Enter Job Title]
Department	[Enter Department Name]
Supervisor/Manager	[Enter Supervisor Name]

## 2. Purpose

This agreement outlines the terms and conditions under which **[Employee Name]** will perform their work remotely for **[Company Name]**.

## 3. Work Arrangement

**Work Location:** [Insert Remote Work Location]

Work duties will be performed by the employee at the designated remote location (unless otherwise approved in advance by the supervisor).

**Work Schedule:** [Insert Work Hours, e.g., 9 AM – 5 PM, Monday to Friday]

- Full-time remote work
- Hybrid (Remote + Onsite)

**Duration:**

- Permanent
- Temporary [Insert end date if applicable]

Any alterations to the work location or schedule must be discussed with and approved by the employee's supervisor.

#### **4. Job Responsibilities and Performance**

The employee will continue to carry out their usual job duties as per their job description. The performance will be monitored to ensure all responsibilities are being fulfilled to the required standard.

- **Performance Review:** The company will conduct periodic reviews, either [monthly/quarterly], to assess the employee's productivity and adherence to company policies.

#### **5. Communication Requirements**

The employee agrees to maintain ongoing communication with their supervisor and team, using the following methods:

- **Check-in Frequency:** [Daily/Weekly] video calls or email updates.
- **Communication Tools:** [e.g., Email, Slack, Teams].
- **Response Time:** The employee is required to respond to communications within [Insert Time Frame, e.g., 2 hours].

## 6. Tools and Equipment

The company will provide the following equipment to support remote work:

Laptop  Software  Other: [Specify]

The employee is responsible for maintaining an appropriate and safe workspace with reliable internet access.

## 7. Data Security

The employee agrees to maintain the security of company information and comply with all data protection guidelines, including:

- Using encrypted connections when accessing company resources remotely.
- Securing sensitive company data and preventing unauthorized access.
- Reporting any data breaches or security concerns immediately to their supervisor.

## 8. Compensation and Benefits

All compensation, benefits, and terms of employment remain unchanged under this remote work agreement, except where explicitly stated otherwise. Any modifications to these terms will require written approval.

## 9. Expenses

The employee agrees to cover all home office expenses (such as internet and utilities) unless otherwise specified. The company will reimburse specific work-related expenses as outlined in the company's remote work policy.

- **Reimbursed Expenses:** [List any reimbursed expenses, e.g., software, office supplies].

## 10. Health and Safety

The employee agrees to maintain a safe and ergonomically sound workspace while working remotely and comply with all health and safety guidelines applicable to their home office setup.

## **11. Termination of Agreement**

This agreement can be terminated or modified on at least [Insert Notice Period, e.g., 30 days' notice] notice. The company can also call the employee to come back to the office as per the business need.

## **12. Signatures**

By signing below, both parties agree to the terms and conditions outlined in this Remote Work Agreement.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor/Manager Signature** \_\_\_\_\_ **Date** \_\_\_\_\_