**SAMPLE**

**Temporary Remote Work Agreement**

Employees should complete this form and provide it to their supervisor or to Human Resources. By signing this Agreement, the employee certifies that he or she has reviewed, understands and agrees to abide by the Temporary Remote Work Policy included with this form. Work hours, compensation, benefits, use of sick time and other time off will conform to **[Enter Employer Name]**'s existing policies and procedures unless noted otherwise in this Agreement.

**Employee to complete this section of the form for Remote Work location:**

|  |
| --- |
| Street Address: |
| City:                                                       State:                                          Zip: |
| Work Phone:                                                  Email: |
| Cell Phone:                                                     Fax: |

**Remote Work Hours:** Begin Date: \_\_\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ End Date: To be determined by employer

Describe any variation from the employee’s regular work hours:

**Equipment:**

|  |  |
| --- | --- |
| **🞎** Employer’sproperty will be utilized at the remote work location | 🞎 Employee-owned equipment will be utilized at the remote location |

**Termination of the Temporary Remote Work Agreement: [Enter Employer Name]** reserves the right to terminate this Temporary Remote Work Agreement at any time for any reason. Although efforts will be made to provide reasonable notice of termination to accommodate personal commitments, such as childcare and commuting requirements, there may be instances when notice is not possible. Requests to terminate this Temporary Remote Work Agreement by the employee will be considered by the supervisor. This temporary remote work arrangement does not alter the at-will nature of employment and does not provide any contractual rights to continued employment.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I agree to this Remote Work Agreement. In addition, I have reviewed and will abide by all Remote Work policies pertinent to Remote Work, including those related to the security and confidentiality of data, systems and equipment.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Reviewed and approved by Human Resources:**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_