



# Remote Employment Agreement





**Nearly five million workers in the U.S. work remotely for at least a portion of the week (Workplace Analytics and Flexjobs).**

**159% Increase**

That's an increase of 159% over 12 years. Working from home is no longer a "nice to have" for job candidates and employees—it's a perk that workers are starting to demand.

Remote employees tend to be more productive, healthy and less stressed, but there are some considerations to keep in mind as you transition your workforce to a WFH environment. Implementing a work-from-home policy can take time to get used to and some employees will adjust quicker than others. Trust is a primary component of a successful work-from-home strategy but having clear guidelines at the outset of the relationship will help everyone be successful.

**To give you a head start on your remote work policy, we've created this template that you can download and modify for your specific circumstances.**

### **How to Use this Document:**

You will first see the sample Work from Home Agreement policy. Following this is a second version with fully editable text so you can customize the policy to the needs of your organization.organization.

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## SAMPLE - WORK FROM HOME AGREEMENT

### GENERAL WORK ARRANGEMENTS

This document specifies the terms and conditions of the Work from Home Agreement between Caitlin Anderson and ABC Manufacturing, Inc., beginning on January 1, 2022.

The days and hours when the employee is expected to be physically present in the workplace are Wednesdays and Thursdays between the hours of 9:00 a.m.–5:00 p.m. EST and additional times designated by their supervisor.

1. The work site is located at 1234 Main St. Boston, MA 02134.
2. The days and hours when the employee is expected to work from home are Mondays, Tuesdays, and Fridays between the hours of 9:00 a.m.–5:00 p.m. EST.
3. The employee's duties and responsibilities:
  - a. Will remain the same as when working at the regular Company worksite
4. Effective communication is essential for this arrangement to be successful. When working from home, the employee agrees to remain accessible during designated work hours. The following methods and times of communicating are agreed upon: Email, phone calls, text messages to work phone, Zoom meetings and chat, Microsoft Teams collaboration, weekly 1:1 touchbase with manager, weekly team meetings as scheduled.
5. The Company may terminate this agreement at any time, without notice, for any reason or no reason at all.

### POLICIES AND PROCEDURES

1. All applicable Employee Handbook policies apply.
2. Non-exempt employees:
  - a. Must track and record their hours worked in the same manner required as when working at the regular Company worksite.
  - b. Break and rest periods must be taken as required by law and/or Company policy.
3. Requests to work overtime or to use sick leave, vacation, or other leave must be approved by the employee's supervisor in the same manner as required when working at the regular Company worksite.
4. The employee agrees to and understands that all obligations, responsibilities, terms, and conditions of employment with the Company remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.



## SAMPLE - WORK FROM HOME AGREEMENT

### SAFETY, EQUIPMENT, AND INFORMATION SECURITY

1. The employee agrees to maintain a work environment that is ergonomically sound, clean, safe, and free of obstructions and hazardous situations.
2. The employee agrees to use Company-owned equipment, records, and materials for Company business only, and to protect them against unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is recorded, the locations where the information is stored, the systems used to process the information, or the processes by which the information is handled.
3. The employee agrees to report to the Company any instances of loss, damage, or unauthorized system access at the earliest reasonable opportunity.
4. The employee agrees to allow electronic and/or physical access to their remote worksite for purposes of assessing safety, property maintenance, and security methods, as well as job performance.
5. The employee agrees to report work-related injuries to their supervisor at the earliest reasonable opportunity. The employee agrees to hold the Company harmless for injury to others at the alternate work site.

### EQUIPMENT, FURNITURE, AND SUPPLIES

1. The employee agrees that the following equipment, furniture, services (e.g., telephone, internet connection, etc.) and/or supplies will be supplied by the Company: *Ergonomic office chair, laptop, Bluetooth keyboard, Bluetooth mouse, external monitor, inkjet printer/scanner, all required peripherals and software.*
2. The employee understands that all equipment, records, and materials provided by the Company remain the property of the Company.
3. The employee agrees to return Company equipment, records, and materials within five business days of termination of this agreement.
4. Upon request, any Company-issued equipment must be returned to the Company by the employee for inspection, repair, replacement, or repossession within five business days.
5. All equipment, furniture, and/or supplies not listed in item one will be supplied and maintained by the employee.
6. The employee understands that their personal vehicle will not be used for Company business unless specifically authorized by the Company.

### TAXES AND ZONING REGULATIONS

The employee understands that they are responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.



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### EMPLOYEE ACKNOWLEDGMENT

I have read and understand this Work from Home Agreement. I understand that violations of this agreement may result in disciplinary action up to and including termination of employment.

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

Employee's Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Representative's Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

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## **WORK FROM HOME AGREEMENT**

# WORK FROM HOME AGREEMENT

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

Employee's Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Representative's Name (print): \_\_\_\_\_ Date: \_\_\_\_\_





## Paycor Empowers Leaders to Build Winning Teams

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