Work From Home Agreement

1. **General Work Arrangement**
2. This is an agreement between [**Company Name**] (“the Company”) and [**Employee’s Name**] (“Employee”) to establish the terms and conditions for performing work at an alternate work site on a regular basis (*e.g.*, on the same day every week, or on some routine basis).
3. This agreement begins on[**Date**]and continues until [**Date**]. This agreement will be reviewed at least annually. This agreement may be modified or cancelled at any time by the employer. The following conditions apply:
	1. Employee’s Work From Home schedule is [specify days and hours. If it varies, please include those details].
	2. Employee’s regular Work From Home site location is [location].
	3. Employee’s regular Work From Home phone number is [telephone number].
4. While Working From Home, Employee will:
5. Remain accessible during the work from home work schedule and report in for work at designated times;
6. Choose a quiet and distraction-free working space;
7. Have an internet connection that’s adequate for their job;
8. Dedicate their full attention to their job duties during working hours;
9. Adhere to break and attendance schedules agreed upon with their manager;
10. Ensure their schedules overlap with those of their team members for as long as is necessary to complete their job duties effectively;
11. Check in with the supervisor to discuss status and open issues;
12. Be available for teleconferences, scheduled on an as-needed basis;
13. Be available to come into the office if a business need arises;
14. Request supervisor approval in advance of working any overtime hours (if employee is non-exempt); and
15. Request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee’s regular work location.
16. Employee’s duties, obligations, responsibilities, and conditions of employment with the Company remain unchanged except those obligations and responsibilities specifically addressed in this agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular Company work site. The supervisor reserves the right to assign work as necessary at any work site.
17. The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that Employee’s work quality, efficiency, and productivity are not compromised by the Work From Home arrangement described herein.
18. **Safety & Equipment; Information Security**
19. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to Employee’s supervisor at the earliest reasonable opportunity. Employee agrees to hold the Company harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for Work From Home purposes:
	1. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telecommute location, and shall not be reimbursed by the employer for these or related expenses. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network.
	2. Employee agrees to protect Company-owned equipment, records, and materials from 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 maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
	3. Employee agrees to report to Employee’s supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
	4. Employee understands that all equipment, records, and materials provided by the Company shall remain the property of the Company and follow company Confidentiality Policy.
20. Employee understands and agrees that Employee’s personal vehicle may not be used for Company business unless specifically authorized in writing by Employee’s supervisor in advance of such use.
21. With reasonable notice and at a mutually agreed upon time, the Company may make on-site visits to Employee’s telecommute location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of Company property, and to maintain, repair, inspect, or retrieve Company property.
22. Employee agrees to return Company-owned equipment, records, and materials within 3 days of termination of this agreement. Within 3 days of written notice, Employee must return Company-owned equipment for inspection, repair, replacement, or repossession.

**I hereby affirm by my signature that I have read this Work From Home Agreement and understand and agree to all of its provisions.**

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[Insert Employee’s Name], Employee Date

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[Insert Supervisor’s Name], Supervisor Date

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[Insert Company Head’s Name], [Insert title] Date

*Please send this signed agreement to your HR Department for placement in Employee’s personnel file. The employee and the supervisor should each keep a copy of this agreement for future reference.*