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REMOTE WORK AGREEMENT

EMPLOYEE	JOB TITLE	MANAGER	START DATE

ARRANGEMENT

☐ Fully remote ☐ Hybrid ☐ Temporary / trial

Remote days / office days _____

Work location (address, state) _____

Core hours and time zone _____

How to reach you (and response time) _____

Equipment provided by the company _____

Expenses reimbursed (internet, phone, other) _____

Office visits / travel expected _____

Performance review (how and when) _____

Trial or review period _____

The employee agrees to follow company policies on data security, confidentiality and equipment, keep a safe workspace, report work injuries promptly, record hours worked if non-exempt, and tell the manager before working from a different location, especially another state or country. Either side may ask to review this arrangement. It does not change the employee's terms of employment except as written here.

OTHER TERMS

_____

_____

_____

Employee _____ Manager _____ HR / date _____