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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