

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 the employee has reviewed, understands and agrees to abide by the Remote Work Policy and **Elizabethtown College's** Employee Handbook. Work hours, compensation, benefits, use of sick time and other time off will conform to **Elizabethtown College's** policies and procedures.

Employee Information

Name:	
Job Title:	FLSA Status: Exempt Nonexempt
Direct Supervisor:	Telephone:
Department Head:	Telephone:

Remote Work Site

Street Address:		
City:	State:	Zip:
Work Phone:	Email:	
Cell Phone:	Fax:	
Description of specific workspace and location (Please attach a floor plan):		

Work Schedule and Hours

Remote Work Schedule

Begin Date: _____

End Date: _____

Provide regular remote work hours and location(s) agreed to:

Monday: _____ to _____ Location: _____

Tuesday: _____ to _____ Location: _____

Wednesday: _____ to _____ Location: _____

Thursday: _____ to _____ Location: _____

Friday: _____ to _____ Location: _____

Saturday: _____ to _____ Location: _____

Sunday: _____ to _____ Location: _____

Nonexempt employees must comply with all recordkeeping requirements and must accurately record and timely report all working time as a condition of continued participation in the remote work program. Nonexempt employees must also take meal and rest periods as required by law and **Elizabethtown College's** policies. An employee is not exempt from the meal period, rest period or recordkeeping rules solely because the employee is permitted to work remotely. Supervisors must approve, in advance, any hours worked in excess of those specified per day and per work week, in accordance with local, state and federal requirements. Thereafter, supervisors must maintain a record of actual hours worked.

Describe any variation from the regular work hours documented above:

Equipment

Elizabethtown College property that will be utilized at the remote work location (** requests for equipment not currently used by the employee on site must be approved before submitting this form. These equipment requests are subject to budget availability**).	Employee-owned equipment that will be utilized at the remote work location

With a minimum of 24 hours' notice, **Elizabethtown College** may make on-site visits to the remote work location to determine if the work site is safe and free from hazards, and to maintain, repair, inspect or retrieve equipment, software, data and supplies owned by **Elizabethtown College**. Upon termination of the Remote Work Arrangement, the employee must return **Elizabethtown College** equipment in the same condition in which it was originally received,

minus normal wear and tear. The employee is personally responsible for missing or damaged equipment.

Work Plan

The employee must apply themselves to assigned work during designated work hours while working remotely and will not engage in activities that are not work-related. The employee is responsible for maintaining the same levels of production as if the employee were on campus. Consequently, the purpose of this section is to demonstrate how the employee will continue to meet the responsibilities of the employee's position when working away from campus.

Please attach a brief memorandum, which addresses the following topics:

(a) Work assignments the employee will perform; (b) the manner in which the employee will communicate with the employee's supervisor and others while working remotely; (c) the frequency with which the employee will meet with the employee's supervisor and team; and the (d) manner in which the employee's work will be reviewed.

Tax and Legal Implications

Tax implications of working remotely are the responsibility of the employee. Elizabethtown College encourages employees to consult a tax professional.

Termination of the Remote Work Agreement

Elizabethtown College reserves the right to terminate this 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 Remote Work Agreement by the employee will be considered by the supervisor. This Remote Work Agreement must be renewed annually. This Remote Work Agreement 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 policies pertinent to working remotely, including those related to the security and confidentiality of data, systems and equipment.

Name: _____

Signature: _____ Date: _____

Supervisor:

I have reviewed and approved this Remote Work Agreement.

Name: _____

Signature: _____ Date: _____

Reviewed by Human Resources:

I have reviewed and approved this Remote Work Agreement.

Name: _____

Signature: _____ Date: _____