



No More Bugs, LLC
Work from Home Agreement

Employee Name: _____ **Job Title:** _____

Manager's Name: _____ **Job Title:** _____

The following terms have been agreed upon concerning your request for a work at home schedule. This agreement does not constitute a contract of employment between you and the company and does not alter the basic employment-at-will relationship between you and the employer. The employer's policies applicable to regular employees continue to apply to you unless this agreement states otherwise

Contract Renewal

This contract is valid for one year from the date signed on the NMB Work from Home Agreement Acknowledgement. Each year, we will evaluate the success of the schedule to determine whether it can be continued. If management determines this staffing position is not successful, management may require you to return to a regular schedule in the office at any time within or at the end of the year. If you are unable or unwilling to perform the job in the remote work schedule as required by management, you will voluntarily terminate your employment.

Work Schedule

We have agreed that this will be your normal work schedule. You understand that if NMB business needs change, with reasonable notice, you will be expected to adjust your work schedule to meet the needs of the department. We also expect that you will make every effort to arrange your personal appointments either on days off or after work hours. Please see the NMB Office Support policy for details on meals and rest periods. Your work schedule is as follows:

DAYS	SHIFT	UNPAID MEAL BREAK	HOURS PAID
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Cancellation

Management reserves the right at any time to change the work schedule, including restoring it to a regular schedule at the office. If No More Bugs business needs change or if management determines that this work schedule is not successful. Please note that a change in where you work (home versus office) without other changes, (such as increased hours or extra workdays) is not considered a significant work change.

Vacation/Sick Days

Please refer to the most up to date Employee Benefit policies on our NMB website, <https://www.teamnomorebugs.com/employee-benefits.html>. Paid/unpaid vacation days need to be approved 3 weeks prior in advance. Please ask your manager for approval. Upon approval, employee requests must be submitted to Human Resources, via the [NMB PTO Request Form](#). All Sick paid/unpaid time off needs to be submitted to Human Resources, via the [NMB PTO Request Form](#) as well.

Equipment

No More Bugs is not obligated to provide the equipment that is necessary in order for you to work at home. We will provide a headset that is needed to answer calls for our Customer Support employees. If NMB does provide equipment of any kind, it is your responsibility for any damages or theft. It is also your responsibility to maintain all equipment and supplies needed to perform your job effectively.

Work Environment

Your workspace must be in a place in your home that is free from any distractions and noise. There cannot be any background noise of any kind while you are working and on the phone with customers. Your calls will be evaluated periodically to ensure that this is the case.

OSHA/Worker's Compensation

ALL safety incidents occurring during working hours must be reported in writing to your manager within 24 hours. The employer is not responsible for inspecting or maintaining the worksite while you are at home working. It is your responsibility to maintain a clean and safe working environment while at home.

NMB Work from Home Agreement Acknowledgement:

Employee Name : _____ Date: _____

Employee Signature: _____ Date: _____

Manager Name: _____ Date: _____

Manager Signature: _____ Date: _____