Employee Name: _____

National Association of Professional Insurance Agents
Work from Home Policy and Agreement
Voluntary Employee Benefit Program

This Agreement specifies the conditions applicable to an arrangement for performing work from home (WFH). The Agreement becomes effective after all paperwork has been submitted and approved.

1. The employee agrees to remain accessible during designated work hours and understands that management retains the right to require the employee to come into the regular worksite when a business need arises. Advance notice will be given whenever possible.

2. In the event of equipment failure, loss of remote access capability, or other system problems, employee will report to the PIA office until the problem is resolved, unless otherwise directed. Subject to the approval of their manager, employees can also request leave for the remaining portion of the day, in lieu of coming into the office.

3. Each eligible employee may request to work from home no more than one (1) day per work week (defined as Monday – Friday). Employees cannot request to work from home on consecutive Fridays or Mondays. Employee must seek the approval of their manager to use a WFH day at least two days in advance. A leave type ("Work From Home") is available in BambooHR to be used when requesting approval for a WFH day. Employee should include a brief description of the projects they will be working on during their WFH day in the "Note" section of the request. In addition, employee shall also notate approved WFH days on the office calendar, including a working phone number.

4. Half days are acceptable, but a half day will be counted as one full day against the one-day WFH limit per week. Example: Employee may work from home four (4) hours but take leave for the remaining work hours. The four hours are counted as a full WFH day, and employee will not be eligible for additional WFH hours that week.

5. Employees are *not* eligible to work from home if the conditions or the home environment aren't conducive to work. Such scenarios include being sick, being responsible for a dependent, or having home repairs that affect utilities.

6. Employee will maintain a designated workspace. In the context of this WFH policy, Workers' Compensation coverage is limited to this workspace as opposed to adjacent areas (e.g. other areas of the home) and is only provided during regular PIA working hours and while employee is conducting PIA business. Employee agrees to report any work-related injury to his/her supervisor immediately. Employee agrees to maintain a safe, ergonomically correct, and secure work environment.

7. Employee is responsible for maintaining and repairing employee-owned remote work equipment at personal expense and on personal time. Employee must have proper equipment, including suitable web camera and microphone, available for video conferencing. Before employee may take WFH time, employee must be trained on web conferencing and remote access. Employee agrees to work with appropriate office equipment, including a computer, phone (landline or cell with appropriate coverage), and the aforementioned web camera and audio. Reliance solely on a cell phone for email communication is insufficient.

8. Any hardware or software purchased by PIA remains its property and will be returned at the conclusion of employee's period of employment. Employee agrees to protect all company equipment against unauthorized or accidental access, use, modification, destruction, or disclosure. Employee agrees to report to management instances of loss, damage, or unauthorized access immediately.

Company-owned software is not to be duplicated except as formally authorized. Company information, whether stored electronically or as hard copy, remains the property of PIA. All work produced and products developed while working from home, remain the property of PIA. PIA equipment at the WFH site will not be used for personal purposes or by anyone else at the WFH site. Viewing of company information, documentation, or work product by any unauthorized person (e.g. family member, neighbor, etc.) will be cause for disciplinary action, up to and including termination.

9. Generally, PIA will not pay for the following expenses, nor will it reimburse for expenses prohibited by PIA policy, including, but not limited to:

   - Maintenance or repairs of privately-owned equipment;
   - Utility costs associated with the use of the computer or occupation of the home;
   - Equipment supplies (these should be requisitioned through PIA); and
   - Travel expenses associated with commuting to and from the PIA office.

10. Employee accepts responsibility for tax consequences, if any, of this arrangement, and for conforming with applicable local zoning regulations.

11. Performance expectations should be discussed and clearly understood by employee and manager. Managers may ask for specific workload for the WFH day.

12. PIA retains the right to modify, suspend, or end the agreement for any reason including but not limited to an employee request supported by the supervisor, as a result of business necessity, a change in operational need, or if the employee fails to fulfill job expectations to a satisfactory level.

I hereby affirm by my signature that I have read this Work from Home Agreement and understand and agree to all its provisions. The Work from Home Agreement itself is not a contract of employment and shall not be construed as one. I understand that I am accountable to all previous confidentiality agreements, policies, and procedures of the company. I have received a copy of the Work from Home Policy and Agreement.

I understand that the Work from Home Agreement and Policy does not create an express or implied contract or promise of employment for a definite term. Teleworkers, like all PIA employees, are employed at will and, as such, may be terminated at any time and for any reason, with or without notice.

Work from Home Location/Information:

_____
Employee Name (PLEASE PRINT)

Address: _____

Home Phone # _____ Cell Phone # _____

_____ / _____ _____ / _____
Employee Signature Date Manager Signature Date