

**(State/Dept/Company)**  
**Remote Work Agreement**

I, \_\_\_\_\_, understand that my request to work remotely from my home at \_\_\_\_\_ has been approved with the following conditions:

1. Commencing \_\_\_\_\_, you will work from your home (the "Remote Location") every Monday through Friday between the hours of \_\_\_\_\_ and \_\_\_\_\_, local time. Any changes to this schedule must be approved in advance in writing by your supervisor. Notwithstanding the foregoing, (State/Dept/Company) shall have the right, upon written or verbal notice from your supervisor, to require you to work from time to time at a (State/Dept/Company) office or at another location instead of the remote location for the necessity or convenience of (State/Dept/Company). While advanced notice will be provided inasmuch as possible, there may be times when your presence is required on short notice.
2. You will maintain a safe and ergonomically sound work environment and report work-related injuries to your supervisor at the earliest opportunity.
3. You agree to allow an authorized (State/Dept/Company) representative to inspect the Remote Location as needed.
4. You will carry out your assigned job duties from the Remote Location, and you will not engage in dependent care or personal activities in a manner that prevents you from successfully meeting your job responsibilities. You will be accessible and responsive during designated working hours and will meet with your manager and attend (by conference call, email or other agreed-upon means) team, departmental and organizational meetings.
5. You will continue to use your Paid Personal Time and Paid Sick Time no differently than other (State/Dept/Company) office-based employees. This includes obtaining appropriate time off approvals and informing your supervisor or their designee of times when short-notice time off is required.
6. You have read the (State/Dept/Company) Remote Work and Telecommute Policy and will abide by the instructions pertaining to expenses and approval necessary for expense reimbursement.
7. You will obtain and maintain, at your sole cost and expense, reliable phone service and a reliable high-speed internet connection at the Remote Location, together with all other equipment and services reasonably necessary to perform your assigned job duties. (State/Dept/Company) will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) whatsoever associated with the use of the Remote Location.
8. To effectively perform your assigned duties, you may use (State/Dept/Company) equipment at the Remote Location with the approval of your supervisor. The equipment must be protected against damage and unauthorized use. (State/Dept/Company) owned equipment will be serviced and maintained by (State/Dept/Company). Any equipment provided by you will be at no cost to

(State/Dept/Company) and will be maintained by you. (State/Dept/Company) will not be liable for damages to your property that resulted from this remote work arrangement.

9. You understand that all equipment, materials, and records provided to accomplish work assignments are the sole and exclusive property of (State/Dept/Company) and are for (State/Dept/Company) authorized purposes only. You agree to protect them against unauthorized use, access, modification or disclosure. You will immediately report any unauthorized use or damage to your supervisor.
10. You are liable for injuries to third persons and/or members of your family at the Remote Location. You will, at your own expense, maintain all customary, reasonable, adequate and appropriate insurance coverage with respect to the Remote Location, including all insurance required by federal, state, and local laws.
11. If, at any point, you experience a need to change your Remote Location of record, you will make a formal request for approval of a new Remote Location. Approval of a new Remote Location is subject to the General Provisions described in the Remote Work and Telecommute Policy.
12. Nothing in this Agreement alters your duties, obligations, responsibilities and conditions of employment with (State/Dept/Company). You agree to comply with this Agreement, and you remain obligated to comply with all (State/Dept/Company) rules, policies, practices, and instructions. You understand that violation of any of the foregoing or of this Agreement may result in preclusion from remote work arrangements and/or corrective action, up to and including termination.
13. You agree forever to defend, indemnify and hold harmless (State/Dept/Company), and its members, affiliates, employees, officers, directors, contractors and agents, from and against any and all claims, actions, judgments, damages, losses, costs, expenses, demands and liability, including, but not limited to, reasonable attorney fees and court costs, resulting or arising, in whole or in part, directly or indirectly, from or in connection with your acts or omissions as a remote worker, including, without limitation, claim(s) for bodily injury or death of person(s) and for loss of or damage to property. This covenant of indemnity shall survive the termination, expiration or cancellation of this Agreement or your remote work arrangement.
14. Anything contained herein to the contrary notwithstanding, (State/Dept/Company) may elect at any time, with or without cause, to terminate this remote working arrangement, and you will have no claims or recourse against (State/Dept/Company) because of the termination of the remote work arrangement. You may request to terminate this arrangement but may not terminate the arrangement and return to (State/Dept/Company) office-based employee status without the approval of the (State/Dept/Company) (Director/Governor/CEO).
15. You understand that nothing in this Agreement is intended to alter in any way your status as an at-will employee of (State/Dept/Company) and that your employment with (State/Dept/Company) may still be terminated by you or by (State/Dept/Company) with or without notice, at any time and for any reason,

including but not limited to your failure to comply with this Agreement, or with any other (State/Dept/Company) policies or procedures. In addition, you acknowledge that (State/Dept/Company) retains the sole discretion to terminate this Agreement and/or discontinue any remote working arrangement at any time.

16. You agree to return all (State/Dept/Company) equipment, records, and materials as soon as practical and no later than ten days from termination of this agreement.
17. You are solely responsible for determining whether the remote work arrangement has any tax, financial, or legal implications and should seek advice from an attorney and/or professional tax consultant for details.

If the foregoing terms and conditions are acceptable to you, please sign this agreement and return it to Human Resources on or before                     . Remote work or may not begin until this agreement is signed.

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Employee Signature

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Date

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HR Representative Printed Name

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Signature

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Date