

# Remote Work Agreement

## Template for Telecommuting

Employee Name:

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Position/Title:

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Department:

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Manager/Supervisor:

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Remote Work Address:

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Start Date:

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End Date (if applicable):

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### 1. Work Schedule

Regular Working Hours:

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Days of Remote Work:

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Expected Response Time:

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### 2. Job Duties

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### 3. Communication & Reporting

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### 4. Equipment & Resources

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### 5. Confidentiality & Data Security

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### 6. Terms & Conditions

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Employee Signature

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Date

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Manager/Supervisor Signature

---

Date