

Remote Work Agreement

Template for Telecommuting

Employee Name:

Position/Title:

Department:

Manager/Supervisor:

Remote Work Address:

Start Date:

End Date (if applicable):

1. Work Schedule

Regular Working Hours:

Days of Remote Work:

Expected Response Time:

2. Job Duties

3. Communication & Reporting

4. Equipment & Resources

5. Confidentiality & Data Security

6. Terms & Conditions

Employee Signature

Date

Manager/Supervisor Signature

Date