

Remote Work Agreement

REMOTE WORK AGREEMENT

This agreement between [COMPANY NAME] ("Company") and [EMPLOYEE NAME] ("Employee") sets the terms of the Employee's remote/hybrid work arrangement, effective [EFFECTIVE DATE].

1. Arrangement

- **Schedule:** ☐ Fully remote ☐ Hybrid — in office on [DAYS], at [LOCATION]
- **Work hours:** [e.g. Monday–Friday, 9:00 AM – 5:00 PM (TIME ZONE)]
- **Work location:** [HOME ADDRESS / CITY, STATE — notify HR before relocating; tax and wage-law obligations follow work location]
- **Trial/review period:** This arrangement will be reviewed on [REVIEW DATE] and may be modified or revoked at the Company's discretion.

2. Duties & availability

Employee remains responsible for all duties of the [JOB TITLE] role, will be reachable during work hours via [SLACK/TEAMS/PHONE], will attend required meetings [on camera unless excused], and will maintain the same productivity and responsiveness standards as on-site work.

3. Equipment & expenses

- **Company-provided:** [LAPTOP, MONITOR, ETC. — list asset tags]
- **Employee-provided:** [e.g. High-speed internet meeting (minimum speed), suitable workspace]
- **Expense reimbursement:** [Per Company policy and applicable state law — describe process]

4. Security & confidentiality

Employee will: use only Company-approved devices and accounts for work; keep systems patched with disk encryption and screen lock enabled; use the Company VPN for internal systems; never store Company data on personal devices or unapproved services; and report lost/stolen equipment or suspected breaches to [CONTACT] immediately.

5. Safety & workers' compensation

Employee will maintain a safe workspace and report any work-related injury promptly. Workers' compensation covers injuries arising in the course of employment at the approved work location during work hours, subject to applicable law.

6. At-will; entire understanding

This agreement does not alter at-will employment. It may be modified only in writing signed by both parties.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

General template only — not legal advice. Have employment counsel review before use, especially for state-specific requirements. Downloaded from AskHrAI (<https://askhr.ai/forms/remote-work-agreement>).