# Remote Work Agreement

**Purpose:** This Remote Work Agreement outlines the terms, conditions, and expectations established between the employer and employee for working remotely, either on a full-time or part-time basis. It ensures alignment in responsibilities, performance, and access to company resources.

## 1. Employee Information

**Employee Name:** {fullName}

**Job Title:** {jobTitle}

**Department:** {department}

**Manager:** {managerName}

## 2. Remote Work Location

**Primary Remote Address:** {remoteAddress}

**Country:** {country}

**Time Zone:** {timeZone}

## 3. Remote Work Schedule

**Start Date of Remote Work:** {startDate}

**End Date (if applicable):** {endDate}

**Remote Work Days:** {remoteDays}

**Working Hours:** {workingHours}

## 4. Equipment and Resources

The company agrees to provide the following equipment/resources necessary for fulfilling job responsibilities remotely:

{#equipmentList}

* {item}

{/equipmentList}

## 5. Communication and Availability

The employee agrees to remain accessible and responsive during agreed-upon working hours. The following communication tools must be used:

{#tools}

* {toolName} - *{usageDescription}*

{/tools}

## 6. Data Security and Confidentiality

The employee commits to maintaining the confidentiality and security of all company data in accordance with internal security policies. Access to sensitive data shall occur only via secure, company-approved systems.

{#requiresVPN}

### VPN Requirement

The employee is required to connect to the company network using a VPN provided by the IT department during remote work sessions.

{/requiresVPN}

## 7. Productivity and Reporting

The employee agrees to submit the following reports for performance monitoring:

{#reporting}

* {frequency} report - Submitted via **{method}** by {dueDay}

{/reporting}

## 8. Expenses and Reimbursements

{#$ reimbursementItems.length}The company agrees to reimburse the employee for the following remote work expenses:

|  |  |  |
| --- | --- | --- |
| **Expense Type** | **Monthly Limit** | **Submission Method** |
| {#reimbursementItems}{expenseType} | {monthlyLimit} | {submissionMethod}{/reimbursementItems} |

{/}

{#$ !reimbursementItems.length}

No reimbursements are applicable under this agreement.

{/}

## 9. Termination of Agreement

This agreement may be terminated by either party with written notice of {terminationNoticePeriod} days. Upon termination, all company equipment and materials must be returned.

## 10. Acknowledgment and Signatures

By signing this agreement, the employee confirms understanding and acceptance of the terms listed above.

|  |  |  |
| --- | --- | --- |
| **Employee Name** | **Signature** | **Date** |
| {employeeName} | {employeeSignature} | {employeeDate} |

|  |  |  |
| --- | --- | --- |
| **Manager Name** | **Signature** | **Date** |
| {managerName} | {managerSignature} | {managerDate} |