This document involves employment or workplace-compliance obligations that vary by state and by employer size. It is a general starting point only — not legal advice — and should be reviewed by an employment attorney licensed in your state before use.

Remote Work Agreement

Employee: [Employee name] **Manager:** [Employer name] **Effective date:** [Date]

1. Arrangement

Employee is approved to work [fully remote / hybrid — specify in-office days] from [Employee's approved work location, e.g., "Austin, TX"]. This arrangement may be reviewed and adjusted as business needs require.

2. Work Hours & Availability

Employee will be available during [core hours, e.g., "9am–5pm local time" or "Company's standard business hours"] and remain reachable via [communication tools, e.g., "Slack and email"] during that window.

3. Equipment & Expenses

[Company name] will provide: [list equipment provided, e.g., "a laptop and monitor"]. Employee is responsible for: [e.g., "personal internet connection and workspace setup"]. [Note any expense reimbursement policy for remote-specific costs — otherwise delete this line.]

4. Data Security

Employee agrees to follow [Company name]'s security requirements while working remotely, including secure Wi-Fi, VPN use if applicable, device locking, and not accessing Company systems from unsecured public networks — see the Remote Work Security Policy for full detail if adopted separately.

5. Workspace

Employee is responsible for maintaining a safe and reasonably private workspace suitable for confidential work. [Note any home-office safety acknowledgment or insurance disclaimer here if desired — otherwise delete this line.]

6. Performance

Employee's performance will continue to be evaluated on the same basis as an in-office employee in a comparable role.

7. Changes to This Arrangement

[Company name] may modify or end this remote work arrangement with [Number, e.g., 30] days' notice, or sooner if business needs require. This Agreement governs only the remote work arrangement and does not itself change the underlying terms of Employee's employment.

8. Governing Law

This agreement is governed by the laws of the State of [State].

Signatures

By signing below, each party agrees to these terms.

[Employer name] ("Company, by")

Signature: _____ Printed name: _____ Date: _____

[Employee name] ("Employee")

Signature: _____ Printed name: _____ Date: _____

This template is a general starting point, not legal advice — customize it and have it reviewed for your situation.