

Remote Work Agreement

Employee Name:

Position/Title:

Department:

Supervisor:

Agreement Start Date:

Agreement End Date:

Remote Work Location:

Work Schedule:

1. Terms of Remote Work

2. Duties and Responsibilities

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3. Communication and Availability

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4. Equipment and Tools

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5. Data Security & Confidentiality

6. Compensation & Benefits

7. Termination of Agreement

8. Acknowledgment

Employee Signature

Date:

Supervisor Signature

Date:

