

# Part-time Remote Work Agreement Addendum

Employee Name:

Job Title:

Department:

Manager/Supervisor:

Effective Date:

## Remote Work Arrangement

This addendum outlines the agreement for a part-time remote work arrangement between the employee and the organization.

Remote Work Schedule:

Remote Work Location:

## Terms & Conditions

- Employee agrees to fulfill all assigned duties and responsibilities during remote hours.
- Employee will comply with all company policies and procedures, including data security and confidentiality.
- Both the company and employee may terminate or amend this remote work arrangement with written notice.

Additional Notes:

Employee Signature

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Date:

Employer/Manager Signature

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Date: