

Work From Home Agreement

This Work From Home Agreement (“Agreement”) is entered into as of _____ (the “Effective Date”) by and between:

Company: _____, with a principal place of business at _____ (the “Employer”),
and

Employee: _____, residing at _____, currently employed as _____ (the “Employee”).

1. Purpose

The purpose of this Agreement is to outline the terms and conditions under which the Employee will work remotely from home on either a full-time or part-time basis.

2. Term

This Agreement will remain in effect until terminated by either party, with or without cause, upon _____ business days’ written notice.

3. Work Schedule

- Remote schedule:
Full-time
Part-time
Hybrid (please specify days: _____)
- Standard hours: from _____ to _____ **Pacific Time (PT)**, _____ -
Unless otherwise agreed in writing, all references to time in this Agreement refer to the Employer’s local time zone _____.
If the Employee is based in a different time zone, they are expected to align their working hours accordingly to ensure sufficient overlap with the Company’s core business hours.
- Any changes must be approved by the direct supervisor.

4. Duties and Responsibilities

The Employee will maintain their regular duties, responsibilities, and performance expectations as outlined in the main employment agreement or job description.

5. Remote Work Location

Employee shall work from the following address:

Any changes require prior written approval from the Employer.

6. Equipment and Supplies

- The Company will provide:
Laptop
Monitor
Headset
Other:
- Employee is responsible for maintaining the equipment in good condition and returning it upon termination of employment.
- If personal equipment is used, it must meet Company security standards. The Employer is not liable for damage or loss unless otherwise agreed in writing.

7. Internet and Communication

The Employee must maintain a reliable internet connection and remain accessible during work hours via approved channels .

8. Confidentiality and Security

- Employee must protect all confidential information in accordance with the Company's policies.
- Use of secure access is required.
- Sensitive data must not be stored locally unless authorized.
- In case of suspected breach, the Employee must notify the Company immediately.

9. Data Privacy

The Employee agrees to comply with all internal Company policies regarding data protection and personally identifiable information (PII). Reasonable care must be taken to prevent unauthorized disclosure or access.

10. Health and Safety (OSHA)

The Employee is responsible for ensuring that their home workspace is ergonomically appropriate and free of hazards. The Company may request a self-certification form or photos to meet basic OSHA compliance.

11. Compensation and Benefits

There is no change to salary, benefits, or eligibility for promotion based on the remote work status unless otherwise stated in writing.

12. Expenses

- Reimbursable expenses (with prior approval):
Internet service
Office supplies
Phone charges
Other:

- All reimbursement requests must follow Company policy and include receipts.

13. Timekeeping and Reporting

- Employees must accurately track and report their time in accordance with the Company's policy.
- Non-exempt employees must not work overtime without prior written approval, as required under the **Fair Labor Standards Act (FLSA)**.

14. Intellectual Property

All work product, inventions, designs, code, documents, or creative materials created by the Employee in the course of employment (including during remote work) remain the exclusive property of the Employer.

15. Incident Reporting

The Employee must notify the Employer immediately in the event of any of the following:

Work-related injury

Data breach or loss

Equipment failure

Unauthorized access to company information

16. Tax Responsibilities

The Employee is solely responsible for any tax obligations related to the home office deduction or use of personal resources, unless otherwise advised.

17. Termination of Agreement

This Agreement may be terminated by either party at any time, with or without cause, upon written notice. The Employer may require a return to in-office work at its sole discretion.

18. Acknowledgment

This Agreement supplements, but does not replace, the main Employment Agreement. Nothing in this document shall alter the at-will nature of employment unless stated otherwise in a separate contract.

IN WITNESS WHEREOF, the parties agree to the terms above:

Employee

Company Representative

Signature

Signature

Name

Name

Date

Date