



535 Grand Avenue, Grand Junction, CO 81501  
970-243-7789 ♦ [www.lighthousehrs.net](http://www.lighthousehrs.net) ♦ [office@lhrs.net](mailto:office@lhrs.net)

## Telecommuting/Remote Work Employee Agreement

I, \_\_\_\_\_ (the “Employee”) understand and accept the following provisions regarding my remote work arrangement with [COMPANY] (the “Company”). I further state I have had the opportunity to ask questions and clarify information.

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### **Work Arrangement Conditions:**

1. As a remote work employee, I will perform [all/most] of my work from a non-Company location for the duration of the pandemic event until instructed otherwise by the Company.
2. The scheduled days and hours I will work off-site are specified in the attached description. This remote work may include certain “core hours” during which I will be accessible by telephone or e-mail. The total number of hours I work is not expected to change as a result of the remote work arrangement.
3. This remote work arrangement does not imply a contract of employment and the Company may legally modify or terminate this arrangement at any time for any reason. I remain an at-will employee.
4. If I transfer or am demoted or promoted to another position, this remote work arrangement will automatically be reviewed.
5. The general policies and procedures of the Company remain in effect regardless of this arrangement.
6. I am responsible for providing information required for the Company’s attendance and timekeeping procedures. If I am a non-exempt employee, I must email my hours to [department or title] on a weekly basis.
7. My compensation and benefits will not change because I work off-site as long as I continue to meet any minimum hour requirements for benefits.
8. Sometimes I am expected to work overtime at my home office, just as I would if I were working on-site. If I am eligible for overtime pay, my manager must authorize my overtime in advance. Any overtime will be paid in accordance with the Company’s overtime policy.
9. I am not authorized to work off of the clock if I am a non-exempt employee.
10. I will work with my manager to determine the equipment and software necessary for me to perform my job effectively from another location.
11. The Company will assume the costs of providing, and will maintain ownership, of this equipment and software.
12. I will not modify or duplicate Company-owned software except as formally authorized.
13. I will take reasonable care to protect the equipment from theft, damage or misuse. In the event that a theft should occur despite reasonable security precautions, the Company will replace the equipment.
14. I must return all equipment and software when the remote work arrangement ends or when I leave the Company. If I refuse to return any Company materials, the Company may take whatever legal action is necessary to regain its property, data, or supplies.
15. The Company will provide technical support only for computer equipment and software that it provides and accepts no responsibility for damage or repairs to any equipment I own.
16. I understand that this support is available only by phone and email and that the technicians will not be dispatched to my home office.



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17. The Company will provide me with an ergonomically suitable chair and general office supplies. If additional supplies are needed, such as headsets, printers, additional monitors, etc., my manager must approve these expenses.
18. I will provide and maintain an ergonomically suitable desk and lights, grounded electrical outlets, smoke detectors, and a fire extinguisher.
19. I am responsible for any home expenses, such as utility bills, and expenses related to building or remodeling my workspace.
20. The Company will not reimburse me for travel expenses other than those normally covered under existing company policy or required by law.
21. I will work with my manager to determine the appropriate Internet connection, VPN, and number of telephone lines needed to conduct business effectively from my home office.
22. If I purchase a computer, laptop, or telephone for my home office, the Company will reimburse me up to \$[DOLLARS] for these expenses.
23. I will submit a reimbursement request for business-related use of my home Internet/telephone lines.
24. I understand that the Company's property insurance does not extend to my home, and that I am required to contact my homeowner's or renter's insurance carrier to determine to what extent my policy covers the equipment.
25. I will register my remote work equipment with my insurance carrier or, if necessary, purchase an additional rider to my existing policy.
26. I will provide proof of such insurance to the Company.
27. I will take all precautions necessary to protect and hold secure proprietary information and will comply with Company [and Client] policies regarding data security, encryption, protection standards, and settings.
28. I will regularly use the Company-provided anti-virus software and will not install non-Company provided or supported software on Company-provided equipment. I will not download suspicious, unauthorized, or illegal software.
29. I agree to follow the Company's standard policy regarding securing and disposing of confidential information. This includes strong and private passwords, locked cabinets, and shredding.
30. I will not use Company-provided equipment for personal use and will prevent unauthorized access to Company [or Client] data by individuals who are not Company [or Client] employees (spouse, children, visitors, etc.).
31. I will designate adequate and separate workspace in my home and keep that space in safe, hazard-free condition. Company-provided equipment will be connected to a properly grounded electrical outlet and all wires will be kept out of walkways.
32. I understand that with at least 24 hours advance notice, an authorized representative of the Company may make annual on-site visits to my home office during regular business hours to monitor my compliance with Company regulations including safety, security, and confidentiality regulations, or to inspect or retrieve data, Company equipment, or similar material.
33. I understand that the Company has the same interest in my health and safety at my home office as it does when I work at one of its work sites.
34. Since my home office is an extension of the Company's workspace, the Company continues to be liable under its Workers Compensation insurance plan for work-related accidents or injuries which take place during my approved work schedule and in my designated work area.
35. I understand that this coverage does not extend to family members, visitors and others in my home, even if the injury/accident occurs in my home office.



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- 36. I further understand that, because of liability concerns, I will not hold business meetings in my home. Necessary meetings will be held [at a Company facility/in a nearby restaurant or other public facility].
- 37. In the event of a work-related injury or accident I will follow the same reporting/documentation procedures required for those occurring at a Company work site.
- 38. I understand that it is my responsibility to assess tax implications related to my home office and that the Company does not offer guidance on tax issues. If I have any questions regarding tax implications I am encouraged to consult with a qualified professional.
- 39. I must ensure that my home office environment allows me to meet my job responsibilities in the same professional manner as when I am on site. To that end, I am responsible for maintaining appropriate childcare or eldercare arrangements, as applicable, and for establishing work practices that make the remote work arrangement transparent in my business dealings. I understand that remote work is not to be used as a substitute for regular dependent care.

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I have read and accept the terms of this agreement. I also have read and accept the terms of the Company's telecommuting/remote work guidelines. I acknowledge that the Company may terminate or modify a telecommuting/remote work arrangement at any time for any reason. Telecommuting/remote work arrangements are not and will not be construed as a contract of employment. The Company's employment relationships are "at will," meaning that I am free to resign at any time for whatever reason and the Company may terminate the employment relationship at any time, with or without cause.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_