**YWCA NENY Short-Term Remote Work Agreement**

**Employee Information:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hire Date:\_\_\_\_\_\_\_\_\_\_\_\_

Job Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program/Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FLSA Status (circle one): Exempt Nonexempt

**This Remote Work Agreement will begin and end on the following dates:**

Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Remote Work Location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Schedule:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The employee agrees to the following conditions:**

1. The employee will remain accessible and productive during scheduled work hours.
2. Nonexempt employees will record all hours worked.
3. Nonexempt employees will obtain supervisor approval to work unscheduled overtime hours.
4. The employee will report to YWCA NENY worksites as necessary upon directive from their supervisor to attend meetings, trainings, or perform onsite work as needed.
5. The employee will communicate regularly with their supervisor and co-workers, which includes remote meetings (e.g. ZOOM) and weekly written reports of work activities.
6. The employee will comply with all YWCA NENY policies, procedures, and instructions that would normally apply to the employee at a YWCA NENY worksite.
7. The employee will maintain satisfactory work performance standards.
8. The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities (e.g. alternate work schedules, use of paid time off).
9. The employee will maintain a safe and secure work environment at all times.
10. The employee will allow YWCA NENY access to the remote work location for purposes of assessing safety and security if needed, and with reasonable notice.
11. The employee will report work-related injuries to their supervisor as soon as practicable.

YWCA NENY will provide the following equipment and supplies:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The employee will provide the following equipment and supplies:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The employee agrees that YWCA NENY equipment and supplies will not be used by anyone other than the employee and only for business-related work. The employee will not make changes to security or administrative settings on YWCA NENY laptops or computers. The employee understands that all equipment provided by the agency shall remain the property of the agency at all times.

The employee agrees to protect the agency’s equipment and supplies from theft or damage and will report theft or damage to her/his supervisor immediately. Failure to provide reasonable protection of YWCA NENY equipment and/or supplies may result in the employee’s responsibility for financial loss.

The employee agrees to comply with YWCA NENY policies regarding information security and confidentiality. The employee will be expected to ensure the protection of proprietary and confidential client and agency information that is accessible from the remote home office.

The employee understands that all terms and conditions of employment with the agency remain unchanged except those expressly addressed in this agreement. The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

The employee agrees to return all YWCA NENY equipment and unused supplies and/or documents, files or other agency information within five days of termination of employment.

Employee signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_

Management signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_

HR Director signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_