



# Remote Work Arrangement

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## Employee Information

Name: \_\_\_\_\_

Hire date: \_\_\_\_\_

Job title: \_\_\_\_\_

Department: \_\_\_\_\_

## FLSA status:

Exempt

Nonexempt

## This Remote Work Arrangement (the "Arrangement") will begin and end on the following dates:

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Work location: \_\_\_\_\_ Employee remote schedule(day/hours): \_\_\_\_\_

## The Employee agrees to the following conditions:

- The Employee will remain accessible and productive during scheduled work hours.
- Nonexempt employees will record all hours worked in accordance with regular timekeeping practices.
- Nonexempt employees will obtain Department Director approval prior to working unscheduled overtime hours.
- The Employee will report to the work location as necessary upon direction from his or her supervisor. The Employee will communicate regularly with his or her supervisor and co-workers.
- The Employee will comply with all City rules, policies, practices, procedures and instructions that would apply if the Employee were working at the employer's work location.
- The Employee will maintain satisfactory performance standards and the remote work arrangement will not negatively impact the Employee's and the Department's level of service.
- The Employee will make arrangements for regular dependent care and understands that remote work is not a substitute for dependent care.
- In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities. The Employee will maintain a safe and secure work environment at all times.
- The Employee understands that this arrangement may be terminated at any time and the Employee may be required to return to the worksite.
- The Employee understands and agrees to comply with Remote Work Policy 1.24.
- The Employee agrees that city equipment will not be used by anyone other than the Employee and only for business-related work.
- The Employee will not make any changes to security or administrative settings on City equipment.
- The Employee understands that all tools and resources provided by the City shall remain the property of the City at all times.
- The Employee agrees to protect City tools and resources from theft or damage and to report theft or damage to his or her supervisor immediately.
- The Employee agrees to comply with the City's policies and expectations regarding information security.
- The Employee will be expected to ensure the protection of protected, private controlled, or proprietary city and customer information accessible from their home offices.
- The Employee agrees to forward their office or desk phone to a wireless device and answer calls during the remote work hours.
- This arrangement is reviewed every 3 months from the date of approval to ensure continued compliance with the arrangement..

The City will provide the following equipment (include equipment numbers): \_\_\_\_\_

\_\_\_\_\_

The Employee will provide the following equipment: \_\_\_\_\_

\_\_\_\_\_

The City will reimburse the Employee for the following expenses:

\_\_\_\_\_

\_\_\_\_\_

**The Employee further understands that all terms and conditions of employment with the City remain unchanged, except those specifically addressed in this Arrangement. The Employee understands that the City retains the right to modify this Arrangement on a temporary or permanent basis for any reason at any time. The Employee agrees to return all City equipment, property and documents prior to separation of employment.**

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Director/City Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resource Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

IT Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_