**Employee Information**

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

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

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

FLSA status: Exempt Nonexempt

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

Remote work location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee schedule: *(include description of in office days and home office days and available hours of communication)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

The employee has fully read and agrees to abide by the policies in HR 213 Telecommuting and in this agreement.

The employee will remain accessible and productive during scheduled work hours. Variation from scheduled work hours must be with advanced approval by the supervisor.

The employee will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.

Commuting between the Partnership and the employee’s remote work location is not considered reimbursable work time or business travel time.

The employee will report to the employer’s work location as necessary upon directive from his or her supervisor or upon business needs. The supervisor should give the employee at least a 48-hour notice. There may be instances, however, when no notice is possible.

The employee will communicate regularly with his or her supervisor and co-workers. The employee will install the UC-One app on their assigned laptop and use it during indicated communication hours.

The employee will comply with all Partnership rules, policies, practices and instructions that would apply if the employee were working at the employer’s work location.

The employee will maintain satisfactory performance standards.

If necessary, the employee will arrange for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic or other large-scale emergency circumstances, exceptions may be made for employees with caregiving responsibilities.

The employee will not conduct in-person appointments in their homes for any work-related reason.

The employee will maintain a safe and secure work environment at all times.

The employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice by the company.

The employee will report work-related injuries to his or her manager as soon as practicable.

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Home wi-fi with sufficient bandwidth for home office needs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The employee agrees that Partnership 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 Partnership equipment. The employee understands that all tools and resources provided by the company shall remain the property of the company at all times.

IT support services will be made available to the employee, via remote access, during normal business hours to make any necessary repairs or to conduct regular preventative maintenance, including software updates and security scans.

The employee understands that IT support services will not make home visits for repairs on PFC equipment, and it’s the employee’s responsibility to schedule a mutually agreed drop-off time at the PFC building.

The employee agrees to protect company 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 Partnership’s policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices.

The Partnership will reimburse the employee for expenses as follows:

\_• Business travel expenses following normal travel and reimbursement policies and procedures.

The Partnership will not reimburse the following expenses:

\_• Maintenance or repairs of privately-owned equipment;

\_• Utility costs associated with the use of the computer or home office;

\_• Travel expenses associated with commuting to the Partnership.

The employee will submit expense reports with proper documentation in accordance with the Partnership’s expense reimbursement policies.

The employee understands that all terms and conditions of employment with the company remain unchanged, except those specifically addressed in this agreement.

The employee understands that he or she is responsible for tax and insurance consequences, if any, of this arrangement, and for conforming to any local zoning regulations.

The employee understands that the Partnership retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

The employee agrees to return assigned company equipment and documents as instructed by the Partnership, at the employee’s expense, within five days of termination of this agreement.

This agreement does not constitute a guarantee of employment for any specific period of time. Employment under this agreement is “at will” and the agreement is automatically terminated upon termination of employment.

**General Remote Work Expectations**

* Remote employees are expected to be available and communicative during scheduled work hours.
* Partnership work conduct rules and other policies continue to apply to offsite work locations.
* Consumption of alcohol during work hours is never acceptable.
* Employees should seek a quiet and distraction-free working space, to the extent possible.
* Supervisors may require employees to report to PFC as needed for work related meetings, staff schedule changes, or other events. Supervisors should give employees at least a 24-hour notice in such cases.
* Employees should not conduct in-person appointments in their homes for any work-related reason. Employees should instead use the conference room reservation system for in-person appointments following pandemic or emergency protocols as applicable.

**Additional Expectations**

* Review traits for successful teleworkers (document attached).
* Schedule and follow routine check-ins with supervisor.
  + Your agreed upon cadence is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* Rules of engagement:
  + Video-conferencing for routine check-ins
  + Text or IM for urgent matters
  + Generally, the best times for phone calls are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
  + Respond to email requests according to their urgency but at least within 24 hours.
  + Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

Supervisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_