

# Telecommuting Terms and Conditions

This Telecommuting Terms and Conditions template outlines the understanding and agreement between the Employer and Employee regarding telecommuting arrangements.

## 1. Telecommuting Arrangement

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

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

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

Telecommuting Start Date: \_\_\_\_\_

The Employee is approved to work remotely according to the terms outlined below.

## 2. Work Schedule

- Regular Work Hours: \_\_\_\_\_
- Telecommuting Days: \_\_\_\_\_
- Location of Remote Work: \_\_\_\_\_

## 3. Duties and Responsibilities

- Employee shall fulfill all duties and responsibilities as per their job description.
- Work performance, productivity, and quality standards will be maintained.

## 4. Equipment and Technology

- The following equipment will be provided by the Employer (if any): \_\_\_\_\_
- Employee agrees to safeguard company-owned equipment and maintain confidentiality.

## 5. Data Security & Confidentiality

- Employee agrees to comply with all company policies and procedures regarding data protection and confidentiality.

## 6. Communication

- Employee shall remain accessible during work hours via phone, email, and/or instant messaging.
- Regular check-ins with supervisor are required.

## 7. Compensation

- Employee's compensation, benefits, work status, and work responsibilities will not change as a result of this telecommuting agreement.

## 8. Termination of Agreement

- This agreement may be modified or terminated by the Employer at any time with written notice.

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Employee Signature

Date: \_\_\_\_\_

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Employer Signature

Date: \_\_\_\_\_