

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.

Employee Signature

Date: _____

Employer Signature

Date: _____