**Organization Name**

**Remote Work Agreement**

**Scope**

This agreement details [organization name]’s Remote Work Agreement between the organization and its employees. Policies are subject to change at the organization’s discretion. [Add organization-specific disclaimers on the scope of the policy.]

**Goals**

The goals of [organization name]’s Remote Work Agreement are as follows:

* Provide a safer work environment
* Promote flexibility and increase trust within the organization
* Enable employees to better balance personal and professional responsibilities
* Maintain both employee productivity and mental health
* Reduce the number of days employees commute to and from the office, and the costs associated therein
* Reduce the organization’s carbon footprint
* [Add additional organization-specific environmental goals including Actively Green Certification, Climate Action Plan goals, etc].
* [Customize for specific additional benefits related to a reduction in commuting. Examples include, reduce the parking demand, decrease commute time for employees, allowing them to spend commute time as they choose, provide safe alternatives for remaining productive when hazardous or unsafe driving conditions occur, etc]
* [Add any additional organization-specific goals here.]

**Eligibility**

**[*Do you have staff that can’t work remotely?]***

Supervisors will discuss job responsibilities with employees to determine if a position is eligible for remote work ***[or flexible scheduling]***. Should an employee be eligible, the following conditions must be adhered to for the agreement to remain in effect:

* The employee must meet or exceed all performance expectations in their current role and consistently demonstrate the ability to complete tasks / assignments on a timely basis.
* The nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance, programs, and/or department.
* If an employee is on a performance improvement plan, they will not be eligible to use this benefit until they have completed the action plan.
* [Add custom conditions]

**Flexible Work Options**

The following options are available for employees quarterly or seasonally based on job responsibilities and should be regularly reviewed with the supervisor. [Customize options below as needed].

* Remote Work: Remote Work (telecommuting) allows employees to complete their work remotely, outside of the traditional office environment on certain days. The ability to work remotely is heavily influenced by job responsibilities and ability to complete tasks outside of the office environment, therefore eligibility is strictly on a case by case basis.
* Flexible Scheduling: An employee typically works [X] hours per workday. Supervisors set standard work schedules for the employees that report to them, however, there may be the opportunity for some flexibility in scheduling.
	+ Flex Time: [The Organization] recognizes that due to different workflows and personal and family obligations, some employees may work a schedule with earlier start and end times, while others may prefer or need later start and end times. Any change to a standard work schedule needs to be approved by an employee’s supervisor. For roles that serve the public with set start and end times, changes may not be viable.
	+ Nine-9s Scheduling: Employee works 9-hour shifts, earning an additional day off every two weeks. The additional day off can be any day Monday-Friday and should be dictated by programmatic and department needs.
	+ Four-10s Scheduling: Ten-hour days, 4 days per week. The day off every week can be any day Monday-Friday and should be dictated first by programmatic and department needs.

**Implementation**

The Staff of [organization name] will be provided with flexible scheduling or remote work opportunities up to [number of days a week], provided that their duties are able to be adequately completed from the given arrangement.

Employees will who choose to adopt a flexible work arrangement will be required to:

1. Track hours and tasks in the organization's timesheet or time tracking system.
2. Make themselves available in a regular working capacity during the hours of [start time] and [end time] on the days that they are working.
3. Be available via phone, email and/or [organization’s chosen online communication resources; gchat, slack, zoom, etc] on the days and within the hours that they are working.
4. Set working hours or work remote hours/days on personal work calendar and ensure work colleagues have access to calendar and can see employees’ availability for scheduling.
5. [Other]

**Resources**

Remote Work

[organization name] should provide those employees who are working remotely with the necessary resources to effectively fulfill their job requirements from a remote setting. These resources will be determined on a case-by-case basis, and may include:

* Software, hardware, access to organization communication tools, remote access to organization networks, [further tools that may be specific to your workplace]. These resources should be used for work purposes only unless agreed upon by the employer in the case of a special circumstance.

Flexible Scheduling

[organization name] should provide employees who are adhering to a flexible schedule with the means to keep track of their schedule, including hours worked and which days they take off in response.

**Effective Date**

[Date the policy will go into effect]

**Responsible Party**

[Responsible Party name] [contact information] will be responsible for the implementation and administration of this policy. He/She/They is responsible for sharing this policy with the organization employees both existing and when new staff is hired on. He/She/They is responsible for reviewing this plan for any significant changes on the interval specified in the quality assurance section. If at any time updates are required to this plan, he/she/they will ensure that the staff of [organization name] are informed of the updates.

**Quality Assurance**

[The responsible party] will evaluate the productivity of all employees working remotely or flexibly in any capacity on a quarterly basis to ensure job goals are being met. If an employee evaluation suggests that the employee’s productivity and ability to complete tasks has fallen due to the adoption of these policies, that employee’s flexible work agreement should be reviewed by their supervisor and the employee may lose the ability to work remotely in the future.