

*...a better way*

**FLEXIBLE WORK AGREEMENT**

This agreement documents the IT Department’s flexible work arrangements with exempt professional staff that are working offsite one day a week on a regular schedule. 2 Pages 20-521

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**Thank you!**

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Flexible Work Agreement between

(IT Department) and (Employee and job title)

This agreement documents the IT Department’s flexible work arrangements with exempt professional staff that are working offsite one day a week on a regular schedule.

Position function and task review

The major duties of (Employee’s name) (title/position) are:

* (list duties here)

Supervision of employee’s work

(Employee’s name) manager requires the following of (Employee name) when working offsite:

* (Employee name) will complete 8 hours of work as assigned by their manager.
* (Employee name) will be logged onto the [ORG] network while working and will respond to assigned maintenance issues the same as when working in the office.
* (Employee name) will forward their office phone to a cell phone or home phone.
* If (Employee name) leaves the home office for an offsite appointment during scheduled work time, the time away must be posted in Outlook and their manager or supervisor must be notified and approve either flex time or any plan to make up the missed time.
* Other at manager’s discretion.

Expectations and work plan for future performance by the employee

* (Employee’s name) agrees to ensure their availability to IT staff and management in accordance with the supervision procedures in section B, above.
* (Employee name) understands that this work from home arrangement is a privilege and not a right, and that IT Management has the right to revoke this privilege at any time as stated in the Terms and Conditions section.
* (Employee name) attests to the fact that they will not be providing daycare for young children or others while working offsite, so that they are able to work productively at home. Occasional emergent situations may make this difficult, and in those cases, (Employee name) will work with their manager to ensure that any non-productive time is either made up or charged to flex leave.
* Other at manager’s discretion.

Positive/negative effects on customer service

Evaluation of the working offsite arrangement with the employee will be continually monitored by (Department) management with an eye towards effective and quality customer service and is subject to modification.

Positive/negative effects on the rest of the unit

Working offsite is infrequently used in [ORG] and will require organizational and employee flexibility as the working offsite arrangement evolves. (Employee name) will work with their manager together to resolve any necessary changes in this agreement.

Availability of Equipment

(Employee name) will be using their (own equipment or IT Department provided equipment) while working offsite, and may use that equipment to remotely connect to their office PC. (Employee name) pays for their home high-speed internet connection and telephone.

Employee’s current and past job performance

This work from home agreement has been granted based on (Employee’s name) past performance reviews as well as their ability to self-manage and achieve excellent results.

Terms and Conditions of the Agreement –

For purposes of mileage reimbursement, the employee’s primary work location will be the work space designated for the employee by the Division being served.

This agreement is in effect for the period of one year, at which time it will be reviewed and appropriate changes will be made before renewal.

Consistent with its good steward responsibility to effectively and efficiently utilize [ORG] resources, management reserves the right to cancel or modify specifics of this agreement at any time based on specific organizational needs or [ORG] business operating requirements. (Department) management agrees to give the employee as much notice as possible regarding cancellation or modification of the working offsite agreement.

Except as specifically stated in the working offsite agreement all other terms and conditions of employment remain consistent with normal [ORG] provisions for the employment of classified staff.

(Name) (Name of working offsite employee)

(Department) Manager (Employee Job Title)

(Name)

(Department) Director