

*...a better way*

**WORK FROM HOME 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 20-268

**We strive to continually update our document repository for the benefit of our members.  Please consider contributing documents from your organization.**

**Thank you!**

**NORCON**… a ***MEMBER-CONTRIBUTED***document

These documents have been voluntarily contributed by NOREX members with the full knowledge that other members may use them in any manner they see fit. NOREX and its members shall not be held liable for any statements or interpretations contained within the documents.

Flexible Work Agreement between

Information Technology and Employee

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 position are:

* Work closely with business customers to analyze and prioritize business problems and make recommendations for information technology solutions.
* Perform business/systems analysis, document requirements, design and prototype as part of an application project team, assist with software testing and implementation, gap analysis and business process flow as assigned.
* Work effectively with teams to which Employee is assigned and be available for project and technical meetings as required.
* Create technical and user documentation for assigned projects, applications and technologies as assigned.
* Maintain and enhance applications for which Employee is assigned as Primary, or back up Primary developer when assigned as Secondary.

Supervision of employee’s work

Employee’s manager requires the following of Employee when he/she is working from home:

* Employee will complete the necessary hours of work as assigned by his/her manager.
* Employee will be logged onto the [name] network regularly and will respond to assigned maintenance issues just as he/she does when working in the office.
* Employee will make himself/herself available via forwarding their office phone to a cell phone or home phone.
* If Employee leaves his/her home for offsite appointments during the time he/she is scheduled to work from home, he/she will update his/her Outlook calendar with the expected appointment times to show that he/she is unavailable; he/she will also let his/her manager know how long he/she will be unavailable and how he will make up that time.

Expectations and work plan for future performance by the employee

* Employee agrees to ensure his/her availability to IT staff and management in accordance with the supervision procedures in section B, above.
* Employee 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 attests to the fact that he/she will not be providing daycare for young children or others while working from home, so that he/she is able to work productively at home. Occasional emergent situations may make this difficult, and in those cases, Employee will work with his/her manager to ensure that any non-productive time is either made up or charged to his/her flex leave.

Positive/negative effects on customer service

Evaluation of the working from home arrangement with the employee will be continually monitored by Information Technology 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 from home is infrequently used in [Company] and will require organizational and employee flexibility as the working from home arrangement evolves. Employee and his/her manager will work together to resolve any necessary changes in this agreement.

Availability of Equipment

Employee will be using his/her own equipment while working from home, and may use that equipment to remotely connect to his/her office PC. Employee pays for his/her own high-speed internet connection and telephone at his/her home.

Employee’s current and past job performance

This work from home agreement has been granted based on Employee’s past performance reviews as well as his/her 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 Department 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 [Company] resources, IT management reserves the right to cancel or modify specifics of this agreement at any time based on specific organizational needs or [Company] business operating requirements. Information Technology management agrees to give the employee as much notice as possible regarding cancellation or modification of the working offsite agreement.

Once the Work from Home day is agreed to via this document, the Work from Home day cannot be changed without another agreement being signed by Employee and Supervisor.

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

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

Employee (name & signature) IT Manager (name & signature)

 \_\_\_\_\_\_ Weekly Work From Home Day: \_\_\_\_\_\_\_\_\_\_\_\_

[Company], IT Director