

# Remote Work Plan And Agreement [Template]



Brought to you by:  **Hubstaff**

---

[Company name] is expanding our work locations to include remote and hybrid options for employees meeting specific requirements. This document is intended to ensure that managers, supervisors, and the employee (you) all have a clear, shared understanding of the employee's remote work arrangement.

Each remote work plan is unique depending on the needs of the position, organization's ability to support it, managerial requirements, and specific capabilities of the team and the employee.

In defining our remote work policy, both the employee and their direct supervisor are expected to identify work expectations, clearly communicate how these are met, and proactively work to address concerns where remote work may create an issue with task or project completion.

## Scope and Conditions

### 1. Eligibility requirements

Employees receiving this plan are deemed to have job responsibilities that can be performed [fully remote/partially remote/in a hybrid manner], relying on equipment provided by [Company name]. This qualifies you to test remote work privileges, subject to ongoing company approval.

Employees working in these new settings must demonstrate reliable, self-guided work, meeting all prior task requirements and new requirements specific to remote settings. Those requirements will be set by the employee's supervisor, who will also evaluate the effectiveness of both the employee and the team in this remote shift.

This benefit is designed to offer a flexible work environment, accommodating employee needs and desires along with company goals and objectives. As such, it is subject to change based on the outcomes of the remote experience.

## 2. Scope

This remote work policy applies to [all full-time and part-time eligible employees, all U.S.-based employees, all employees in specific teams, etc.] It does not apply to [contractors, part-time employees, interns, temporary employees, employees in certain countries or locations, etc.]

Reach out to HR or your supervisor for clarity on eligibility requirements for you and your team.

## 3. Work and Time Expectations

Employees who work remotely are expected to meet established requirements for their roles. To ensure we maintain performance standards, remote employees are required to meet a variety of specific schedules, deadlines, quality, and reporting requirements. These expectations mirror those put on in-office teams and the prior expectations for the employee's role.

The employee must adhere to all pre-existing company rules in the Employee Handbook. Policies covering salary, PTO, behavior, confidentiality, access, and other essential areas still apply to the employee, regardless of location or working style.

Additional expectations include:

- [List of availability and responsiveness expectations, including hours or shift times and how quickly people should respond to Slack messages or emails]
- [List requirements for meetings or new check-ins required for remote work]
- [Include a dress code for meetings]
- [Clarify any work environment requirements, such as a quiet location for meetings]
- [Include location requirements, such as people being allowed to work from home and local establishments, but note if they need to ask permission to work remotely from a different city, state, country, etc.]

To meet [Fair Labor Standards Act \(FLSA\)](#) requirements, non-exempt employees who work remotely are required to adhere to required work breaks. They also must accurately track and report their time worked using [Company name]'s time tracking system. Non-exempt employees must also obtain written approval from their supervisor **before** working overtime.

*(If you don't have a time tracking platform, your organization can [try Hubstaff free for 14 days](#). We're a remote-first solution designed to facilitate these policies.)*

## 4. Equipment and Security

[Company name] will provide or reimburse employees for the necessary equipment to work in flexible environments. Items covered by this policy **may** include the following: [list equipment, such as laptops, keyboards, mice, monitors, headsets, ergonomic chairs, printers, etc.].

Employee supervisors will provide a specific set of equipment for each role and the budget associated with purchase or reimbursement. **You must get this list and have preapproval before any purchases or orders to ensure the eligibility of your equipment request.**

If an employee wishes to use existing personal equipment for their work, they must make this request and have it approved before such usage. Personal devices will still have to meet company security standards and policies.

To ensure the safety of equipment and company data, employees must follow all procedures and requirements in the Employee Handbook. Remote equipment must meet company security standards at all times.

Employees are prohibited from performing work in these locations if a remote setting cannot meet the requirements for their role — such as public Wi-Fi at a coffee shop not offering a secure connection.

Internal security professionals will periodically review settings and equipment information to ensure compliance. Violations are subject to disciplinary action, and employees will be held responsible for breaches due to equipment they do not ensure follows security standards.

## 5. Disciplinary Actions

Remote employees will be held accountable for their work and actions even in the virtual job space. Inability to meet obligations and failure to maintain compliance with policies may result in disciplinary action up to and including termination of the remote work agreement or employment.

The Employee Handbook governs the process for disciplinary action. Employees may contact HR for clarification or express concerns with supervisors, co-workers, or others when the employee desires confidentiality.

## Purpose of This Agreement

[Company name]'s remote work plan is designed to offer guidance for our new remote and flexible work policy. It sets out additional conditions for this benefit and requires your signature below to signal that you acknowledge and accept these terms. If you have any questions, please contact your HR representative immediately.

---

Employee name

---

Date

---

Supervisor name

---

Date