



EMPLOYEE REMOTE WORK AGREEMENT

The ability to work remotely is intended to create flexible conditions that will help employees accomplish their work effectively without disruption to City services especially leading up to, during, and/or immediately after emergency events.

This Agreement is established between the City of Stephenville's _____ Department and _____.

This agreement shall become effective as of _____. This agreement may be modified or terminated by the department or the employee with notification of at least two (2) business days. In the event of a workplace emergency, the agreement may be suspended immediately and indefinitely.

This agreement is subject to the employee satisfying the following conditions on a continuing basis:

1. The employee shall perform all job duties at a satisfactory performance level.
2. The employee's work schedule does not interfere with normal interactions with his/her supervisor, co-workers, or citizens/customers.
3. The employee's schedule does not adversely affect the ability of other City employees to perform their jobs.
4. The employee assures his/her accessibility to co-workers who maintain the City's regular working schedule.
5. The employee will earn and use paid leave in the same manner as prior to this agreement and be subject to all other applicable City policies.
6. The employee maintains this agreed-upon work schedule.
7. The employee has acknowledged receipt of the Remote Work Policy.

All of the employee's obligations, responsibilities, and terms and conditions of employment with the City remain unchanged, except those specifically changed by this agreement. Any non-compliance with this agreement by the employee may result in modification or termination of the remote work arrangement established by this agreement.

If applicable, the employee may be provided with City supplies and equipment to perform work from home. Sections that are not applicable should be marked "N/A" to indicate it was not overlooked.

The conditions for the agreement are as follows:

Flexible Work Schedule:

Hardware: _____



Software: _____

Other (supplies): _____

I have read and understand this agreement and the City's Emergency Event Remote Work Policy (6.19). By signing below, I agree to be bound by its terms and conditions.

Requested by

Immediate Supervisor Signature

Department Director Signature

Human Resource Manager Signature

Assistant City Manager Signature

City Manager Signature