

## APPENDIX C: REMOTE WORK AGREEMENT

The below remote work agreement is a basic template that can be tailored to meet bureau/operating unit (OU) needs. Generally, a remote work agreement would include things like:

- a listing of the bureau/OU policies on remote work, including any applicable collective bargaining unit agreement, and a signature indicating understanding and agreement to abide by those policies
- a listing of remote work schedules
- technology used to facilitate the remote work
- any other policy provision or aspect of the agreement that the organization, the manager, or the employee feels should be put in writing
- information pertaining to relocation expenses upon termination of agreement
- eligibility/terms for severance pay
- eligibility terms for compensatory time for travel

### Remote Work Agreement

Date/Reason for Request:	Proposed Start Date
<input type="checkbox"/> Employee Request (please attach reason for request)  <input type="checkbox"/> Management established worksite  / /	
Location of Official Worksite  City _____ State _____  Note: Official worksite is used to determine pay, RIF competitive area, travel reimbursement, and/or unemployment compensation.)	
<b>Assignments and communication:</b> [This includes work assignment clarification related to remote work site, agreements on office communication, checking voice mail and email, or contacting the supervisor.]	
Supervisor Approval  <input type="checkbox"/> Approve (which may include working with the employee to modify request as applicable to mission accomplishment)  <input type="checkbox"/> Disapprove	
Upon request, management will provide a written explanation, generally within 10 work days.	

Date of Decision \_\_\_\_\_

Employee Business Telephone:

Employee's Approved Bi-Weekly Work  
Schedule or Alternative Work Schedule  
(AWS)

Week 1

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

Week 2

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday