



Flexible/Remote Work Request and Agreement Form

Employee Name: _____

Department: _____

Employee Title: _____

Supervisor Name: _____

Email: _____ Contact Number: _____

Type of Request (check all that apply): Flexible Remote

Flexible work schedules and/or remote work, is a voluntary agreement between The Baby Fold and the employee. It can be discontinued at any time by either party, with reasonable notice and without adverse repercussions. **Employees must maintain an up-to-date record of their schedule, which is readily accessible by the employee's supervisor (i.e. via Outlook Calendar)**

Flexible Work Schedule Agreement (if applicable)

This current agreement begins on _____ and continues until _____, and must be reviewed at least once a year, as part of the employees Annual Performance Review.

Work days will be Monday Tuesday Wednesday Thursday Friday (indicate hours)

Non-work days will be Monday Tuesday Wednesday Thursday Friday (indicate hours)

- The employee agrees to be available during assigned work hours, through such methods as phone, voicemail, or email.
- The employee must be easily accessible to their supervisor and must frequently check voicemail and email while at their remote worksite. Employee initiated schedule changes must not be implemented without advanced approval by the supervisor.

Remote Work Schedule Agreement (if applicable)

This current agreement begins on _____ and continues until _____, and must be reviewed at least once a year, as part of the employees Annual Performance Review.

In-office days will be Monday Tuesday Wednesday Thursday Friday (indicate hours)

Remote office days will be Monday Tuesday Wednesday Thursday Friday (indicate hours)

- The employee must have a viable internet connection in order to request remote work arrangements. Maintenance and troubleshooting of an employee's home internet connection will be the responsibility of the employee.
- In order to maintain close communication and standards of professionalism while working from a remote location, the employee shall:
 - Notify their supervisor, coworkers, and department secretary of any change in the posted flexible/remote work schedule
 - Be available to their supervisor and coworkers by telephone and email during core hours
 - Return calls and emails in a timely manner
 - Make themselves available for any required communication with their supervisor

The employee will make a plan with their supervisor for receiving assignments, returning assignments, and on how to report in with their supervisor on remote work days. The employee will maintain contact with their department and co-workers, including attending on-site meetings on remote work days, when requested to do so by their supervisor.

- If the employee has an existing ADA Accommodation, Human Resources will assist the supervisor in determining if the ADA Accommodation is applicable in the home office setting. Verification of this process will be maintained in the Employee Medical File in Human Resources.
- Work schedules and hours can be modified as necessary, but are subject to agency policy. If the employee is designated to work on-site as a result of an emergency or due to client staffing needs, the remote work hours may be subject to change. Emergency schedules will be set based on agency needs.
- The official worksite is the on-site location of the employee's position of record, where they normally work, not their remote work location. In rare circumstances, if an employee works remotely more than 3 days per week, the employee may not have an individually designated work space in the office.
- The duties, obligations, responsibilities, and conditions of the employee's employment with The Baby Fold will remain unchanged.
- Work hours, overtime compensation, use of sick leave, and approval for use of vacation will conform to the agency's policies and procedures, departmental guidelines, and to the terms otherwise agreed upon by the employee and the supervisor.
- Employees who are approved for remote work are expected to work at their alternative worksite on their regularly scheduled remote work day during an emergency situation (for example, due to a natural disaster or due to mechanical failures at on-site facilities). Supervisors may excuse remote work employees on a case-by-case basis when circumstances prevent them from working at their alternative worksite (for example, power outage, connectivity issues, etc.). If the employee's alternative work site is not accessible for work, an employee is expected to work from the agency office.
- Employee agrees to complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor and according to guidelines and standards set by the department and agency. The employee agrees to provide regular reports, if required by the supervisor, to assess performance.
- A member of the employee's management team can terminate the remote work agreement should the employee's performance not meet the prescribed standard or if the remote work agreement fails to meet The Baby Fold's standards for service delivery.
- A non-exempt employee will not work in excess of the regular schedule unless they obtain advance approval for paid overtime from the supervisor. The employee must log all hours

worked, including overtime, whether overtime has been approved or not. Any overtime worked without prior approval will be paid according to the Fair Labor Standards Act; however, the employee can face disciplinary action if working overtime without prior approval.

- The employee agrees to report work-related injuries to the supervisor at the earliest opportunity, and to hold the agency harmless for injury to others at the alternative worksite.
- The employee agrees to provide a secure location for agency-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than the agency's business. All equipment, records, and materials provided by the agency shall remain the agency's property. The employee agrees to allow the agency reasonable access to its equipment and materials.
- For those working from a remote location, continued compliance with all HIPAA laws and confidentiality standards will be required. This includes, but is not limited to, the protection of all health information and the confidentiality of client information when transmitting information electronically. Laptops used for work purposes are expected to be password protected and encrypted at all times.
- The employee understands that The Baby Fold will only supply a laptop. All other home office equipment will be the employee's responsibility. In order to work from home, the employee must have sufficient equipment to perform at the required standards set by their supervisor and/or The Baby Fold. Any personal equipment the employee provides is the employee's responsibility to maintain.
- If printed documents are required to be produced, the employee will be able to access agency equipment at office locations for printing capacity. If an employee has a personal, home printer, they may submit a Help Desk ticket to be evaluated for an option to print to their home printer. Due to limitations with compatibility, this "print at home" option may not always be available. Maintenance of the personal, home computer and any supplies needed to print to a home computer will be the responsibility of the employee.
- The employee agrees to seek advanced approval by the supervisor to use sick leave, vacation, or personal time when working remotely.
- Remote work is not a substitute for dependent care. The employee agrees to make regular dependent care arrangements during remote work times. Employees cannot have sole responsibility for providing dependent care during remote work hours.
- Management retains the right to modify the agreement on a temporary basis as a result of business necessity (for example the employee may be required to come into the office on a particular day), or as a result of an employee request supported by the supervisor.
- Employees must observe the following limitations when working from their alternative worksite:
 - They may not operate a business or work for another employer during work hours
 - They may not allow others to use agency equipment or access the agency network

I have read this Remote Work Agreement and agree to its terms. I understand that any violation of this agreement could lead to disciplinary action up to and including termination.

Employee _____ **Date** _____

Supervisor/Manager _____ **Date** _____

VP or Director _____ **Date** _____

ACKNOWLEDGEMENT OF APPROVAL

VP of HR _____ **Date** _____

NOTE: A copy of this form is to be filed in the employee's file in the Human Resources department