



Temporary Remote Work Agreement

Wise Staffing Services, Labor Source, OneSource, and Resource Management Group (hereinafter collectively referred to as “Wise Staffing Group”) encourages all managers and supervisors to think creatively and be accommodating in regard to supporting their employees in caring for their health and well-being. One such option is offering employees to temporarily work remotely, where management has determined that working

remotely is appropriate and viable. This Temporary Remote Work Agreement should be used in all instances where management has determined that work may temporarily be performed from home or an alternate location as a means of emergency accommodation.

This Agreement must be signed and approved by the employee’s manager or supervisor, the Regional Managing Director, and HR.

Note that having successfully engaged in temporary remote work pursuant to this Agreement, or a prior agreement, does not constitute management agreeing to any future remote work.

General Work Arrangement

I. This Agreement is between the Employer (“Wise Staffing Group”) and _____ (“Employee”) to establish the terms and conditions for temporarily performing work at an alternate work site with the following frequency (e.g. daily each week, on the same day every week, or on some routine basis).

II. This Agreement begins on _____. You understand that this Agreement to permit you to work remotely is a temporary measure only, and will be reviewed continuously during the period in which the Agreement is active. Wise Staffing Group may alter this schedule or end the Temporary Remote Work Agreement at any time at its sole discretion.

III. This Agreement will remain in effect unless altered or terminated at any time as described in paragraph 2 above.

IV. The following conditions apply:

a. Employee’s remote work schedule is



(Specify days and hours. If it varies, please include those details).

b. Employee's remote work site location is _____.

c. Employee's remote work phone number is _____.

d. Employee will notify management of any changes to the agreed upon remote work location as soon as possible.

5. While working remotely, Employee will:

a. remain accessible during the remote work schedule;

b. check in with the supervisor to discuss status and open issues;

c. be available for video/teleconferences, scheduled on an as needed basis;

e. request supervisor approval in advance of working any overtime hours (if employee is nonexempt).

f. take rest and meal breaks while working remotely in full compliance with all applicable policies or collective bargaining agreements; and

g. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee's primary work location.

6. Employee's duties, obligations, responsibilities, and conditions of employment with the company remain unchanged except those obligations and responsibilities specifically addressed in this Agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the primary work site. The supervisor reserves the right to assign work as necessary at any work site.

7. The parties acknowledge that this Agreement may be evaluated on an ongoing basis to ensure that Employee's work quality, efficiency, and productivity are not compromised by the remote work arrangement described herein.

8. You acknowledge that if your manager deems that the temporary remote work arrangement described in this Agreement is not working effectively or as envisioned, management may at any time adjust or end this Agreement. Management will strive to provide at least 24 hours' advance notice of any changes to this Agreement.

II. Safety & Equipment; Information Security



1. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to Employee's supervisor at the earliest reasonable opportunity. Employee agrees to hold the Employer harmless for injury to themselves or others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:
 - a. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telecommute location, and shall not be reimbursed by the employer for these or related expenses. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network.
 - b. Employee agrees to protect company-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
 - c. Employee agrees to report to Employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
 - d. Employee understands that all equipment, records, and materials provided by the Employer shall remain the property of the Employer.
2. Employee understands and agrees that Employee's personal vehicle may not be used for Wise Staffing Group business unless specifically authorized in writing by Employee's supervisor in advance of such use.
3. Employee understands that Employee is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.



I hereby affirm by my signature that I have read this Temporary Remote Work Agreement and understand and agree to all of its provisions.

Employee Signature and Date

Supervisor Signature and Date

RMD Signature and Date

Human Resources Signature and Date

This signed Agreement must be sent to your HR Manager for final signature and placement in Employee's personnel file. The employee and the supervisor should each keep a copy of this Agreement for future reference.