

Work From Home Agreement

This Agreement specifies the conditions applicable to an arrangement for performing work from home on a regular basis. The Agreement becomes effective after signed by employee and department head.

1. The Employee agrees to remain accessible during designated work hours and understands that management retains the right to require the employee to come into the regular worksite when a business need arises. Advance notice will be given whenever possible. In the event of equipment failure, loss of remote access capability or other system problems, employee will report to the traditional worksite until the problem is resolved, unless otherwise directed.
2. Work from Home Location/Information:

Address: _____

Home Phone # _____ Cell Phone # _____ Fax # _____

E-mail address: _____ Schedule: Remote work 4 days per week /in office 1 day per week.

3. The Employee will maintain a designated workspace. Workers' Compensation coverage is limited to this workspace as opposed to adjacent areas, e.g., other areas of the home. Employee agrees to report any work-related injury to his/her supervisor immediately. Employee agrees to maintain a safe, ergonomically correct, and secure work environment, and agrees to allow management access to work from home site to assess safety and security.
4. Any hardware or software purchased by the Roman Catholic Diocese of Burlington (RCD) remains its property and will be returned at the conclusion of the Work from Home Agreement. Employee agrees to protect all RCD equipment against unauthorized or accidental access, use, modification, destruction, or disclosure. Employee agrees to report to management instances of loss, damage, or unauthorized access immediately. RCD owned software is not to be duplicated except as formally authorized. RCD information, whether stored electronically or as hard copy, remains the property of RCD. All work produced and products developed while working from home, remain the property of RCD. RCD equipment at the work from home site will not be used for personal purposes or by anyone else at the work from home site. Viewing of RCD information, documentation or work product by any unauthorized person (e.g., family member, neighbor, etc.) will be cause for disciplinary action, up to and including termination.
5. Employee accepts responsibility for tax consequences, if any, of this agreement, and for conformance to any local zoning regulations.
6. Employee performance expectations have been discussed and are clearly understood.
7. Employee understands that RCD/Department Head may terminate employee participation at any time.

I hereby affirm by my signature that I have read this Work from Home Agreement, and understand and agree to all of its provisions. The Work from Home Agreement itself is not a contract of employment and may not be construed as one. I understand that I am accountable to all confidentiality agreements, policies and procedures of RCD.

I understand that the Work from Home Agreement does not create an express or implied contract or promise of employment for a definite term. Teleworkers, as all RCD employees, are employed 'at will' and as such may be terminated at any time and for any reason, with or without notice.

Employee / Date

Department Head / Date