



ALTERNATIVE WORK LOCATION AGREEMENT

This agreement details an employee's work from home (WFH) arrangement with the employer. 1 Page 20-813

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ALTERNATE WORK LOCATION AGREEMENT

This Alternative Work Location Agreement (the “Agreement”) between [ORG] or “Company”) and [NAME] (the “Employee”) regarding the conditions applicable to an arrangement that will allow the Employee to perform work for [ORG] at an alternate work schedule. The Agreement begins on November 18, 20-- (the “Effective Date”) and shall continue indefinitely; provided, however, that either party shall have the right to terminate this Agreement at any time with at least three (3) days prior written notice to the other party.

1. **Designated Work Hours.** [ORG]’s core business hours are Monday – Friday, 8AM – 5PM _ST, during which [ORG]’s primary business operations occur. Employee understands that he/she should remain cognizant of such core business hours when working from an alternate work location.

2. **Alternative Work Schedule.** The alternate work schedule shall be as follows:

Alternative Work Location	
Step 1: Indicate alternate work location (<i>Select Only One</i>)	Step 2: Indicate which day of the week you will work at the alternate work location (<i>Select Only One</i>)
<input type="checkbox"/> Other [ORG] Office. If so, please indicate which office _____ <input checked="" type="checkbox"/> Employee’s residence	<input checked="" type="checkbox"/> Monday <input type="checkbox"/> Thursday <input type="checkbox"/> Tuesday <input type="checkbox"/> Friday <input type="checkbox"/> Wednesday

Employee understands and agrees that [ORG] may require the Employee to report to work at [ORG]'s office(s) during core business hours, even in contradiction to the above schedule, as needed or preferential based on the circumstances and the needs of the business. Employee further understands and agrees that [ORG] retains the absolute right, in its sole discretion, to modify or terminate this Agreement, in whole or in part, as a result of business necessity.

3. **Communication.** Recognizing that effective communication is essential for this arrangement to be successful, the following methods and times of communicating are agreed upon: telephone, email, Skype for Business, web meetings, and other such telecommunication links as the parties may agree upon.

4. **Security.** Employee agrees to maintain a safe and secure work environment at all times when at a [ORG] Office or at an alternate work location. Employee agrees to allow [ORG] access to any alternate work location, as applicable to the alternative work schedule, to assess safety and security, upon reasonable notice. Employee agrees to report any work-related injuries to the Employee’s supervisor at the earliest reasonable opportunity. Employee agrees to hold [ORG] harmless for injury to others at the alternative work location.

5. **Company Equipment.** Employee agrees to use [ORG]-owned equipment, records, and materials for purposes of [ORG] business only, and to protect them against unauthorized or accidental access, use, modification, destruction, or disclosure. Employee agrees to report to the Employee’s supervisor instances of loss, damage, or unauthorized access at the earliest reasonable opportunity. Employee understands that all equipment, records, and materials provided by [ORG] shall remain the property of [ORG].

6. **Policies Remain in Effect.** Employee understand and agrees that Employee must continue to abide by all [ORG] employee policies, including, without limitation, the Employee Handbook, during the Term of this Agreement.

7. **Miscellaneous.**

- a. Employee understands that his/her personal vehicle will not be used for [ORG] business unless specifically authorized by the Employee’s supervisor.
- b. Employee understands that she/he is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.
- c. The Employee understands that all obligations, responsibilities, terms, and conditions of employment with the