



## WORKING FROM HOME AGREEMENT

### General Work Arrangements

This document specifies the terms and conditions of the Work from Home Agreement between \_\_\_\_\_ [employee name] and NMC, beginning on \_\_\_\_\_ [date] and ending on \_\_\_\_\_ [date].

The days and hours when the employee is expected to be physically present in the workplace are \_\_\_\_\_ [days] between the hours of \_\_\_\_\_ [hours] and additional times designated by their supervisor.

1. The alternate work site is \_\_\_\_\_ [address].
2. The days and hours when the employee is expected to work from home are of \_\_\_\_\_ [days] and of \_\_\_\_\_ [hours].
3. The employee's duties and responsibilities will remain the same as when working onsite; (see job description).
4. Effective communication is essential for this arrangement to be successful. The employee agrees to remain accessible during designated work hours. The following methods and times of communicating are agreed upon: \_\_\_\_\_ [contact methods, individuals, required frequency of communication, etc.].
5. Work from home arrangement is expected to end as the COVID-19 crisis subsides.
6. Employees will diligently work to get things done.
7. Employees are expected to observe the basic COVID-19 protocols to remain safe.
8. NMC may terminate this agreement at any time, without notice, for any reason or no reason at all.

### Policies and Procedures

1. All applicable Employee Manual policies apply.
2. All employees must track and record their hours worked in the same manner required as when working onsite.
3. Nonexempt employees:
  - a. Break and rest periods must be taken as required by law.
  - b. Requests to work overtime or to use sick leave, vacation, or other leave must be approved by the employee's supervisor.
4. The employee agrees to and understands that all obligations, responsibilities, terms, and conditions of employment with NMC remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.

### Safety, Equipment, and Information Security

1. The employee agrees to maintain a work environment that is ergonomically sound, clean, safe, and free of obstructions and hazardous situations.
2. The employee agrees to use NMC-owned equipment, records, and materials for NMC business only, and to protect them against 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 recorded, the locations

where the information is stored, the systems used to process the information, or the processes by which the information is handled.

3. The employee agrees to report to NMC any instances of loss, damage, or unauthorized access at the earliest reasonable opportunity.
4. The employee agrees to allow electronic and/or physical access to their remote worksite for purposes of assessing safety, property maintenance, and security methods, as well as job performance.
5. The employee agrees to report work-related injuries to the supervisor at the earliest reasonable opportunity. The employee agrees to hold NMC harmless for injury to others at the alternate work site.

Equipment, Furniture, and Supplies

1. The employee agrees that the following equipment, furniture, services (e.g., telephone, internet connection, etc.) and/or supplies will be supplied by NMC:

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[items provided and details of purchase, pick-up, delivery, set-up, maintenance, etc.].

2. The employee understands that all equipment, records, and materials provided NMC remain the property of NMC.
3. The employee agrees to return NMC equipment, records, and materials within five business days of termination of this agreement.
4. Upon request, any NMC-issued equipment must be returned to NMC by the employee for inspection, repair, replacement, or repossession within five business days.
5. All equipment, furniture, and/or supplies not listed in item one will be supplied and maintained by the employee.
6. The employee understands that their personal vehicle will not be used for NMC business unless specifically authorized by NMC.

Taxes and Zoning Regulations

The employee understands that they are responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

Employee Acknowledgment

I have read and understand this Work from Home Agreement. I understand that violations of this agreement may result in disciplinary action up to and including termination of employment.

Employee Signature \_\_\_\_\_ DATE: \_\_\_\_\_

Employee's Name (print): \_\_\_\_\_

NMC Representative Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

NMC Representative's Name (print): \_\_\_\_\_