



# Department of Finance and Administration

## Remote Work Agreement

R 5/11/23

To be approved for a remote work arrangement at the Department of Finance and Administration (“DFA”), employees must review and consent to the terms of the DFA Policy 4.0 Remote Work (“Policy”) and this DFA Remote Work Agreement (“Agreement”).

### **By signing this agreement, I understand and agree that:**

1. The authorization for remote work may be revoked at the sole discretion of the DFA Secretary or his/her designee.
2. I am required to abide by the DFA Employee Handbook and all DFA policies, including the DFA Policy 3.4 Drug Free Workplace, as well as any applicable DFA Work Rules or other laws or regulations.
3. I agree to maintain a safe remote workstation that complies with all applicable laws and regulations, including the Internal Revenue Service Publication 1075. In accordance with applicable law, my remote workstation is subject to random on-site inspection during normal work hours.
4. DFA will supply me with the devices and equipment the DFA deems necessary to perform remote work arrangement functions. I understand that DFA will not pay or reimburse me for any devices or equipment other than those provided by DFA.
5. I agree to have a reliable cell phone and internet connection and will obtain any other necessary equipment and supplies required to work remotely. I understand that DFA will not pay or reimburse me for telephone or internet service.
6. I agree to report to work on any designated remote workday if my remote workplace lacks a reliable cell phone or internet connection.
7. I may be required to report to work on a scheduled remote workday. If my remote workday has already commenced, I understand that I will be required to report on-site to work no later than two (2) hours after being notified by my supervisor or manager. I will not be assigned another remote workday to “make up” for the time I was called into work on a scheduled remote workday.
8. If I take leave on a scheduled remote workday, I will not be assigned another remote workday to “make up” the scheduled remote workday.
9. I agree to forward my work phone to my personal cell phone number on days I am authorized to work remotely.
10. I acknowledge the Policy is subject to modification or termination at any time.
11. If I am an employee working in a non-exempt position, I agree not to work more than forty (40) hours a week unless authorized by my Manager or Supervisor.
12. I agree to permit the DFA to use technology to monitor my productivity.
13. I will abide by any section-specific requirements regarding remote work arrangements.
14. If any provision of this Agreement or the Policy is found to be unenforceable, such provision shall not affect the other provisions, but such unenforceable provision shall be deemed modified to the extent necessary to render it enforceable, preserving to the fullest extent permissible the intent of the parties to this Agreement.



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## WORK SCHEDULE

Select one requested option, then circle the chosen days for remote work beneath the option.

**Option 1:** 5 X 8 Hour workdays, maximum three (3) days remote

Monday      Tuesday      Wednesday      Thursday      Friday

**Option 2:** 4 X 10 Hour workdays, maximum two (2) days remote

Monday      Tuesday      Wednesday      Thursday      Friday

**My signature below indicates that I acknowledge and agree with the provisions of this Agreement, the specified work schedule above, and the provisions of the Policy.**

### EMPLOYEE

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Division/Office

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### MANAGER

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Division/Office

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### ADMINISTRATOR

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Division/Office

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date