

Template for a Remote Work Plan & Authorization Form

Below is a template for a very streamlined remote work plan and authorization form. Employers can use these as guides to formalize and document each employee's plan for remote work.

Remote Work Plan & Authorization Form *(Template)*

1. Employee Information

Name: _____

Job Title: _____

Department: _____

Supervisor: _____

2. Remote Work Location Description

Address: _____

Phone Number: _____

Workspace description: _____

3. Equipment Needed:

Supplied by Employer: (Check all that apply.
Include ID/Tracking # as appropriate.)

- Internet Broadband
- Computer – Desktop
- Computer – Laptop
- Monitor
- Printer
- Basic office supplies (e.g., paper, pens, etc.)
- Cell phone
- Other: _____

Supplied by Employee:
(Check all that apply.)

- Internet Broadband
- Computer – Desktop
- Computer – Laptop
- Monitor
- Printer
- Basic office supplies (e.g., paper, pens, etc.)
- Cell phone
- Other: _____

Template for a Remote Work Plan & Authorization Form

4. Work Hours

The organization's core work hours are _____. Both Employer and Employee agree that, in addition to working during the Core Work Hours, employee will also work the following schedule: *(include details about workdays, start times, end times, and lunch/break times).*

[For non-exempt positions, include the following: The position that Employee currently fills is non-exempt from overtime pay. Therefore, Employee agrees that s/he will track hours worked via {insert name of time tracking tool – e.g., Paylocity, company spreadsheet, etc.} and will request any required overtime hours in advance with his/her supervisor.]

5. Employee Reimbursements

Due to the nature of remote work, and the additional cost burden on employees for internet usage, electricity and other office-related equipment and supplies which are necessary but not supplied by the Employer, the organization agrees to reimburse Employees monthly upon submission of an expense request with corroborating receipt for any expenditure equal to or exceeding \$____. *[Dollar amounts should align with IRS requirements.]* Purchases over \$____ require written supervisor approval in advance. *[Consult your handbook for expenditure approval requirements.]*

6. Employee Conduct and Expectations

While working remotely, employees must adhere to all the Employee Handbook conditions, including the Remote Work Policy outlined therein and above.

7. Authorization

I have read, fully understand, and accept the terms and conditions described in this document. I understand and agree with all the expectations, duties, obligations, and responsibilities discussed expressed in this document and in the Employee Handbook.

Employee: _____ Date: _____

Supervisor: _____ Date: _____