



# EMPLOYEE AGREEMENT



Employee agrees to perform services for \_\_\_\_\_ (employer name) as described through the WRK program. This agreement identifies basic terms and conditions under which \_\_\_\_\_ (participant name) (hereafter "WRK participant") will be hybrid-working for \_\_\_\_\_ (employer name) (hereafter "Employer").

This agreement is effective \_\_\_\_\_, and remains in effect until \_\_\_\_\_, while \_\_\_\_\_ (WRK participant) hybrid-works and is employed by \_\_\_\_\_ (Employer), unless the agreement is terminated earlier.

WRK is available only to eligible employees and is offered at Employer's sole discretion. WRK may not be available for those unable to perform required work duties from home. As such, no employee is entitled or guaranteed the opportunity to participate in the WRK program.

## TERMINATION OF AGREEMENT

Either party may terminate WRK participation in the program, with or without cause, upon reasonable notice in writing to the other party. Employer will not be held responsible for costs, damages or losses resulting from terminating this WRK program.

## SALARY, JOB RESPONSIBILITIES AND BENEFITS

WRK participant agrees to comply with all existing job requirements as are in effect in the office. Salary and benefits will not change because of involvement in this program. Specific job responsibilities may only be modified with the agreement of WRK participant's supervisor.

## WORK HOURS, OVERTIME AND VACATION

Work hours are not expected to change during the program. In the event overtime is anticipated, it must be discussed and approved in advance with the WRK participant's supervisor, just as any overtime scheduling would normally be approved.

## WORK SCHEDULE

The daily work schedule for the days working remotely or at home is subject to approval by the WRK participant's supervisor. The supervisor may require the WRK participant work certain "core hours" and be accessible by telephone or otherwise during those hours.

## EQUIPMENT

WRK participant must have all necessary equipment in a suitable home or remote office location to do their job[s]. Employer may elect to provide computer, software and other equipment needed for hybrid-working. If the Employer provides such property or equipment, these items remain the property of the Employer and must be returned to the company upon request. Any computer, software, or other equipment or supplies provided by Employer are provided for the sole use of the hybrid-worker to perform their job.

WRK participant may use personal equipment for hybrid-working purposes. In such cases, WRK participant will be responsible for the maintenance and insurance required for such equipment.

## OFFICE SUPPLIES

Office supplies will be provided by Employer as needed. WRK participant's out-of-pocket expenses for other supplies will not be reimbursed except with prior approval of a supervisor.

## DEPENDENT CARE

WRK is not a substitute for dependent care. WRK participants will not provide dependent care or supervision during company core hours.

WRK participant remains obligated to comply with all of Employer's rules, practices, instructions, and this Agreement. WRK participant understands violation of any of the above may result in terminating this arrangement.

Name of WRK Participant \_\_\_\_\_

**Conditions for hybrid-working agreed upon by the WRK participant and their supervisor:**

1. The participant agrees to work at the following location: \_\_\_\_\_
2. The participant will hybrid-work \_\_\_\_\_ days per week.  
The participant will work in the office these days each week: \_\_\_\_\_  
and WRK from home these days each week: \_\_\_\_\_
3. The participant's work hours will be from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m., for a total of \_\_\_\_\_ per week.  
Additional work hour considerations and or comments:  
\_\_\_\_\_  
\_\_\_\_\_
4. The following equipment will be used by the participant at the remote location:  
\_\_\_\_\_  
\_\_\_\_\_
5. The WRK participant agrees to get all supplies needed for hybrid-working from the company office. Reimbursement for out-of-pocket expenses for supplies will require prior supervisory approval.
6. Additional conditions agreed upon by the supervisor and WRK participant are as follows:  
\_\_\_\_\_  
\_\_\_\_\_
7. \_\_\_\_\_ (WRK participant) will begin participation in said program effective \_\_\_\_\_.

**I have read and understand the terms and conditions of the WRK Employee Agreement and accept all conditions and terms stated within this agreement.**

WRK participant printed name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

I have reviewed the terms and conditions of the WRK Employee Agreement with \_\_\_\_\_ (WRK participant).

Based on the agreed upon terms stated within this agreement \_\_\_\_\_ (WRK participant) is approved to participate in the WRK program. \_\_\_\_\_ (WRK participant) also understands WRK enrollment will be reviewed and evaluated on a periodic (at a minimum a quarterly) basis, but can also be retracted based on performance and demands of said employee's position.

Supervisor printed name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_