

# Remote Employee Communication and Availability Agreement

This agreement outlines the expectations and requirements for communication and availability for employees working remotely. The goal is to ensure seamless collaboration, productivity, and connection within the team.

## 1. Employee Details

Employee Full Name:

Job Title:

Department:

Supervisor Name:

Effective Date:

## 2. Core Working Hours and Availability

The remote employee is expected to be online, active, and accessible during the designated core hours agreed upon below.

Primary Time Zone:

Core Hours Start Time:

Core Hours End Time:

## 3. Communication Channels and Response Times

Please specify the preferred contact methods and the agreed maximum response times during working hours.

Primary Communication Tool:

Expected Email Response Time:

Expected Chat/Instant Message Response Time:

Emergency Contact Phone Number:

## 4. Equipment and Connectivity

The employee confirms they have access to a secure, private workspace with reliable high-speed internet. Please list any specific connectivity or hardware requirements below.

Backup Internet Plan (in case of outage):

## 5. Agreement and Signatures

By signing below, the employee and supervisor acknowledge and agree to adhere to the communication and availability terms established in this document.

Employee Signature:  Date:

Supervisor Signature:  Date: