

# Remote Employee Performance and Accountability Agreement

This agreement outlines the performance expectations, accountability standards, and working arrangements for remote employees. Both the employee and the supervisor must agree to these terms to ensure a productive and secure remote working environment.

## 1. Employee and Position Information

Employee Name:

Job Title:

Department:

Supervisor Name:

Agreement Date:

## 2. Remote Work Schedule and Availability

The employee agrees to maintain the following regular work schedule and be available during designated core hours:

Designated Remote Work Location:

Core Working Hours:

Weekly Work Hours Target:

## 3. Performance Standards & Deliverables

Remote employees are held to the same performance standards as on-site employees. The key performance metrics and deliverables for this role include:

- Maintaining regular daily output and project deadlines.
- Participating in all mandatory team meetings and training sessions.
- Achieving specific department-level targets.

Specific Key Performance Indicator (KPI) 1:

Specific Key Performance Indicator (KPI) 2:

## 4. Communication and Responsiveness Protocols

Effective communication is vital for remote success. The employee agrees to the following standards:

- Respond to internal emails and chat messages within the agreed timeframe.
- Keep the shared team calendar updated with availability and status.
- Notify the supervisor immediately in case of technical issues or unplanned absences.

Agreed Email/Message Response Time:

Daily/Weekly Check-in Method:

## 5. Equipment, Security, and Confidentiality

The employee agrees to secure all company-owned equipment and protect proprietary information:

- Use a secure, password-protected internet connection (VPN when required).
- Never allow unauthorized individuals to access company-issued hardware.
- Comply with all corporate cybersecurity and data protection policies.

Primary Laptop/Computer Asset Number:

## 6. Agreement Acknowledgment

By signing below, both the employee and supervisor acknowledge they have read, understood, and agreed to the terms outlined in this Remote Employee Performance and Accountability Agreement.

### Employee Signature:

Printed Name:

Signature (Physical or Digital):

Date:

### Supervisor Signature:

Printed Name:

Signature (Physical or Digital):

Date: