



DELIVERING STRATEGIC SOLUTIONS ACCA'S 2000 ANNUAL MEETING

WORK AT HOME AGREEMENT

This Agreement effective _____, is between _____, an employee of _____ (hereinafter referred to as "Employee"), and _____ (hereinafter referred to as "Company"). The parties agree as follows:

Employee agrees to perform services for Company as a "Telecommuter." Employee agrees that telecommuting is voluntary, not a right, and may be terminated at any time, by either Company or the Employee, with or without a cause. Participation as a telecommuter is entirely voluntary and is available only to employees deemed eligible at Company's sole discretion. Company will not be held responsible for costs, damages or losses resulting from cessation of participation as a telecommuter.

The terms "remote work location" or "remote workplace" shall mean Employee's residence or any remote office location approved by Employee's department. The term "central office workplace" shall mean Employee's usual Company work address.

Other than those duties and obligations expressly imposed on Employee under this agreement, the duties, obligations, responsibilities and conditions of Employee's employment with Company remain unchanged. Employee's participation in Employee salary, pension, benefit and Company-sponsored insurance plans shall remain unchanged. Employee agrees that work hours, breaks, lunch schedules, overtime compensation and vacation schedule will conform to the terms agreed upon by Employee and Company. The Employee understands that telecommuting is not a substitute for childcare and agrees to provide proof, if requested, that a reliable childcare arrangement is in place. The employee also understands that this agreement does not give rise to contractual rights or obligations or otherwise to restrict the at-will nature of the employment relationship.

Company, at its sole discretion, may choose to purchase equipment and related supplies for use by Employee while telecommuting. Employee agrees that use of equipment, software, data supplies and furniture, provided by Company for use at the remote work location, is limited to authorized persons and for purposes relating to the business. The decision as to the type, nature, function and/or quality of electronic hardware (including, but not limited to, computers, video display terminals, modems, data processors), computer software, data and telecommunications equipment (i.e., phone lines) shall rest entirely with the Company. The decision to remove or discontinue use of such equipment, data and/or software shall rest entirely with the Company and it does not assume liability for loss, damage or wear of Employee-owned equipment.

Employee agrees to designate a work space within Employee's remote work location for placement and installation of equipment. Employee shall maintain this workspace in a safe condition, free from hazards and other dangers to Employee and equipment. The Employee agrees to hold Company harmless for any personal property damage incurred while working at home. The site chosen as Employee's remote workplace must be approved by Company.

Employee agrees that Company may make on-site visits to the remote work location for the purpose of determining that the site is safe and free from hazards, and to maintain, repair, inspect or retrieve Company-owned equipment, software, data and/or supplies. In the event legal action is necessary to regain possession of Company-owned equipment, software data and/or supplies, Employee agrees to pay all cost of suit incurred by Company, including attorney's fees, should Company prevail.

In the event of equipment failure or malfunction, Employee agrees to immediately notify Company in order to effect immediate repair or replacement of such equipment. In the event of delay in repair or replacement, or any other circumstance under which it would be impossible for Employee to telecommute, Employee understands that Employee may be asked to come into the office.

Employee agrees to participate in all studies, inquiries, reports or analyses relating to telecommuting for Company, including inquiries, which Employee might consider personal or privileged. Company agrees that Employee's individual responses shall remain anonymous on request by Employee, but that such data may be compiled and made available to the general public without identification of Employee.

Employee remains obligated to comply with all Company rules, policies, particularly those relating to security and confidentiality issues, practices, instructions, and this Agreement and understands that violation of such may result in a preclusion from telecommuting.

I affirm by my signature that I have read this agreement and understand its subject matter.

Employee's Signature _____ Date: _____

Manager's Name: _____

Manager's Name: _____

Manager's Signature: _____ Date: _____

HR Manager's Signature: _____ Date: _____

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