

City of New Orleans Remote Work Agreement

This Remote Work Agreement ("Agreement") is between the City of New Orleans, represented by:

_____, ("Department"), and _____ ("Employee").
Department Name *Employee Name*

This Agreement is not an employment contract and does not alter the employment status of Employee or any condition of employment, and as such cannot be appealed under the Civil Service rules. At a minimum, this Agreement must be reviewed and modified at least annually by the Department and Employee and discussed as part of the annual performance review process.

This Agreement is governed by the termination language found within City of New Orleans Remote Work Policy. This agreement may be changed or terminated by the City at any time.

A. Term

Effective Date: _____ Termination Date: _____
Date *Date*

This agreement ends one year after the effective date, unless otherwise specified above.

B. Conditions

If the remote work office is in Employee's home, Employee agrees to comply with all applicable municipal ordinances. Employee acknowledges and agrees that this Agreement does not create any right or interest.

Employee should be familiar with and must comply with all applicable policies and procedures, including, but not limited to, the following policies and guidelines:

- City of New Orleans Remote Work Policy
- Acceptable Use Policy
- Standards of Behavior and Appearance Policies
- Regulation Pertaining to Assignment, Usage and Care, and Return of City Property Policy
- Employee Expense Reimbursement Policy
- Worker's Compensation Benefits Policy
- Emergency and Office Closure Leave and Pay Policy

C. Remote Work Office Location and Hours

Employee's Remote Work Office is located at: _____
Address

Employee is approved for remote work on the following days:

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Employee's hours on remote working days are: _____ to _____.
Start Time *End Time*

Any deviation from this schedule requires supervisor approval.

☐ If checked, additional or alternative work arrangements, such as an alternative work schedule, may apply as follows:

In the event the City's work site is closed due to weather or other emergency, Employee must continue working from his/her remote work office unless otherwise instructed by his/her supervisor.

D. Specific Job Tasks

☐ If checked, remote work is limited to the following specific tasks, projects, or types of work as described below:

☐ If checked additional requirements for remote work, such as submission of daily work logs, are required as described below:

E. Communication/Accessibility

To maintain close communication and standards of professionalism while working from a remote work office,

Employee shall:

- Notify his/her supervisor and coworkers (if applicable) of any change in the normal remote work schedule.
- Be available to supervisor and coworkers by telephone and email during the normal remote work schedule.
- Return calls and emails in a timely manner.

F. Equipment and Expenses

Any equipment provided by the City must be properly inventoried and listed in this Agreement, and this Agreement must be updated if equipment is returned or if new equipment is assigned. Employee is required to return any city property upon request or when this Agreement ends.

Employee must schedule installation of all City-owned equipment with the Office of Information Technology and Innovation (ITI). Employee may not install or download any software on City-owned equipment without approval. If new software is required for remote working, it will be provided by the City.

By signing this agreement, Employee acknowledges and agrees that Employee will not purchase or rent equipment, services, or supplies with the assumption that the City will reimburse the costs. Prior approval for all reimbursements must be obtained.

For purposes of reimbursement, Employee's principal work site (not Remote Work Office) is:

Address

Equipment Description	Inventory or Serial Number

G. Agreement

Each signature below is required, or this Agreement shall not be valid or in effect. The employee must sign the Agreement first, then each management representative in the approval path must sign in order, and the approval process shall cease if any approval signature is not provided. A copy of this Agreement and any addenda or amendments shall be provided to Employee and placed in Employee's personnel file.

Employee: By signing, Employee acknowledges that he/she has read, understood, and agreed to the terms and conditions of this Agreement and will comply with the City's Remote Work Policy. Employee understands that remote work is not an employee right or benefit, and as such, the City may change or cancel this Agreement at any time, at the City's sole discretion. Employee understands that he/she is expected to comply with all city and agency policies and procedures, rules and regulations, and all state and federal laws while he/she is remote working, in the same manner as if Employee was not remote working.

Employee Signature

Date

Employee Number

Position Number

Supervisor: By signing this statement, the Supervisor agrees to work with Employee to implement remote working as described in the City's Remote Work Policy and this Agreement.

Supervisor Name

Date

Supervisor Signature

Department Head: By signing this statement, the Department Head agrees to work with Employee to implement remote working as described in the City's Remote Work Policy and this Agreement.

Department Head Name

Date

Department Head Signature

Appointing Authority: By signing this statement, the Appointing Authority agrees to work with Employee to implement remote working as described in the City's Remote Work Policy and this Agreement.

Appointing Authority Name

Date

Appointing Authority Signature

Chief Administrative Officer: By signing this statement, the Chief Administrative Officer agrees to work with Employee to implement remote working as described in the City's Remote Work Policy and this Agreement.

Chief Administrative Officer Name

Date

Chief Administrative Officer Signature