



Blended Work Agreement

This blended work agreement is established between COAD and
_____ [Employee name].

This agreement is effective as of _____[date] and will remain in effect indefinitely unless modified or terminated by COAD or the employee. In the event that either the company or the employee intends to terminate this agreement, a minimum of one week written notice will be provided. In the event of a workplace emergency, this agreement may be suspended or modified. This agreement may be reviewed at any time if requested by either party.

This agreement is subject to the following conditions:

- Employees with job duties that are suitable for working offsite are eligible to schedule up to one day per week of remote work.
- The employee will work with their supervisor to create a schedule that defines core hours at the office to maintain essential functions, including regular in-person meetings. Established schedule will be reviewed and updated as needed.
- The employee's work schedule must not adversely affect the ability of other employees to perform their jobs.
- The employee shall perform all job duties at a satisfactory performance level.
- The employee will engage in ongoing performance measurement, accurate time allocation and tracking, and accountability to the requirements of all funding sources.
- The employee will comply with all data and equipment security protections outlined in COAD's Blended Work Policy.
- Arrangements must be made in advance to remove barriers to successfully working offsite.
- The employee's paid leave will be earned and used in the same manner as prior to this blended work agreement and be subject to all other applicable company leave policies.

All of the employee's obligations and responsibilities, and terms and conditions of employment with the company remain unchanged, except those specifically changed by this agreement.

CORE SCHEDULE

Day	Core Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Date(s) Reviewed:

OFFSITE/NONTRADITIONAL SCHEDULE

Day	Hours	Planned Activities
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

I have read and understand this agreement and all its provisions. By signing below, I agree to be bound by its terms and conditions.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

HR signature: _____ Date: _____

Safety Checklist for Remote Work

The following checklist is required for organizing an alternate worksite. The remote worker should review the checklist with HR before the start of a blended work arrangement, and they are encouraged to work with their supervisor thereafter to ensure the safety of the alternate worksite.

Worksite

- Remote worker has a clearly defined workspace that is kept clean and orderly. Provide a picture of the employee occupying the workspace.
- The work area is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front of or above it.
- Exits are free of obstructions. Picture required.
- Supplies and equipment (both agency and employee-owned) are in good condition.
- The area is well ventilated and heated.
- Storage is organized to minimize the risks of fire and spontaneous combustion.
- All extension cords have grounding conductors.
- Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.
- Electrical enclosures (switches, outlets, receptacles, junction boxes) have tight-fitting covers or plates.
- Surge protectors are used for computers, fax machines, and printers.
- Heavy items are securely placed on sturdy stands close to walls.
- Computer components are kept out of direct sunlight and away from heaters.

Insert picture(s) of worksite below.

