

Bowman and Brooke LLP
Remote Access Agreement for Non-Exempt Staff

I, _____, _____
(Position Title)

have read and thoroughly understand this Agreement and do hereby agree to abide by and comply with the rules and regulations herein stated.

1. I will accurately and promptly report all hours worked for or on behalf of Bowman and Brooke LLP, whether worked at its offices or from an approved remote location.
2. I will submit my payroll timesheet no later than close of business on Monday of each week for the previous week. Furthermore, I will note in the comments section of my timesheet how many hours per day were spent working remotely, who assigned the work, and who approved working outside the office.
3. I understand that I am not authorized to work from my home or other remote location on a regular basis, but only when exceptional circumstances arise. I understand the use of remote access is for assigned work and not regular monitoring of email.
4. Before performing any work for or on behalf of Bowman and Brooke from my home or other approved remote location, I will secure approval from the supervisor, manager, or attorney ("supervisor") for whom I will be performing such work.
5. I understand I may not perform any firm work from my home or other remote location while on Family Medical Leave, as defined by the Family Medical Leave Act (FMLA) or while receiving disability payments.

Employee Signature

Date

Human Resources Signature

APPROVED: Yes _____ No _____

Please forward this form to MSP-HR. Upon approval from Human Resources, this form will be forwarded to the appropriate department with a request for remote access set-up. If for any reason Human Resources is unable to approve your request, you will be notified.

FOR HR USE ONLY: Help Desk Notified

