



VIRTUAL/REMOTE WORKSITE AGREEMENT

This agreement specifies the conditions applicable to an arrangement for performing work at a virtual/remote worksite on a regular basis. The agreement begins on your date of hire and continues indefinitely, unless modified or eliminated at the discretion of Mensa management.

1. Employee is expected to adhere to working hours and days as defined by the Employee Handbook and decided in conjunction with the employee's supervisor.
2. The virtual worksite(s) must be compliant with specifications within the Employee Handbook.
3. Employee is expected to be able to perform all work duties at virtual worksite(s). The supervisor reserves the right to assign work as necessary at any worksite.
4. Recognizing that effective communication is essential within a virtual workplace, the employee agrees to be generally available for communication through company-provided communication avenues during working hours or to communicate with their supervisor when necessary and/or required.
5. The employee understands that management retains the right to modify this agreement on a temporary or permanent basis as a result of business necessity.
6. Regarding space and equipment purchase, set-up, and maintenance, the following is agreed upon:
 - a. The employee will be provided necessary equipment, including, but not limited to: Computer, docking station (if applicable) and mouse.
 - b. The employee will maintain a space for company-provided equipment that allows for reasonable protection from damage.
 - c. Set-up and maintenance of provided equipment will be handled by the IT department, but may require specific action by the employee at the request and instruction of IT.
 - d. Provided equipment may be modified or restricted at any time due to business necessity.
7. The employee agrees to maintain a safe and secure work environment. The employee agrees to allow the company access to equipment and network to assess safety and security, upon reasonable notice.
8. The employee agrees to report work-related injuries to the supervisor at the earliest reasonable opportunity. The employee agrees to hold the company harmless for injury to others at virtual worksites.
9. The nonexempt employee agrees they will seek manager approval, in advance, should there be the need to work over 40 hours a week.
10. The employee agrees to use company-owned equipment, records, and materials for purposes of COMPANY business only, and to protect them against unauthorized or accidental access, use, modification, destruction, or disclosure.
11. The employee understands that all equipment, records, and materials provided by the company shall remain the property of the company. In the event of employment separation (for any reason), the employee will return all equipment, etc. and coordinate such return with company management for proper shipment, tracking and safe-keeping.



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- 12. The employee agrees to return company equipment, records, and materials for inspection, repair, replacement, or repossession within 7 DAYS of written notice or termination of this agreement, either because of employment separation, or due to business necessity.
- 13. The employee understands that participation in live, face-to-face meetings with other staff is to be expected and will happen on a regular basis. When travel is within business hours and all in a single day, mileage will not be paid for those meetings. See Mensa Policy Manual for guidance on tracking time for various travel scenarios and business expense reimbursements.
- 14. The employee understands that all obligations, responsibilities, terms and conditions of employment with the company remain intact, including those obligations and responsibilities specifically addressed in this agreement.

I hereby affirm by my signature that I have read this Virtual Worksite Agreement, and understand and agree to all of its provisions.

Employee Name: _____ Signature: _____
 Date: _____



Supervisor Name: _____ Signature: _____
 Date: _____



Executive Director Name: _____ Signature: _____
 Date: _____



Tips for Virtual Employees

Working from home may sound ideal. Virtual employees avoid time-consuming commutes, spend less on work wardrobes and office lunches, and often report feeling more focused and productive without common office distractions.

But working from home also comes with unique challenges in terms of personal and professional balance, family expectations, and even career progression. Here are some helpful tips to make teleworking a success:

Setting Boundaries

When you work from home, the lines between work and personal time can get pretty blurry. Establish boundaries and expectations to avoid that “always on” burnout that can come with having your office in the next room.

- **Set Physical Boundaries** - In a corporate setting, most workspaces still have some kind of wall or enclosure that sets a physical boundary between the world an employee works in and the rest of the building. At home, with all of the limitless distractions (e.g. kids, laundry, phone calls), it's even more important that a working space have boundaries that partition work and home life. Suggestions include an office door (with a lock), a separate phone line, and a computer that doesn't have to be shared.
- **Declare Office Hours** - Just because you work from home doesn't mean that working should happen “whenever.” If your hours can fluctuate each week, draft a work schedule and post it in a public place for your family to see—so they can respect your work time. Email your schedule to your employer or co-workers, so they know when you're going to be available, or update your status regularly on your messenger software.
- **Shut Down, Not Sleep** - When you've finished your daily to-do list and your office hours are over, use the shutdown feature on your work devices instead of sleep mode. Not only are you being environmentally conscious, you're helping yourself and your employer by ensuring a more refreshed, productive, and efficient employee tomorrow. It's also a great technique to discourage yourself from sneaking back to work after hours!
- **Find Good Child Care** - Don't make the mistake of thinking you can substitute telecommuting for child care. You can't actually do both at the same time. Telecommuting is great for the flexibility you'll need if you have kids, but when you need to work, you need to have appropriate care and monitoring for your children.
- **Set Expectations with Family** - It can be easy for family members to take advantage of your work-at-home situation and rely on you to do all the household chores or errands. Your whole family (that includes nearby relatives and parents who would like to chat during the work day) needs to understand that even though you work at home, you are actually working and have professional obligations and deadlines to accomplish.

Staying Visible

If you work remotely, you may feel like you're under extra scrutiny from your manager or your team members. They can't always “see” you working, so you might need to make staying visible one of your formal responsibilities. Using video calls is a preferred way to communicate with colleagues versus just voice calls. Seeing body language can make a big difference.



Make an effort to reach out to your colleagues and connect, and make sure your manager understands the value you bring to the team.

- **Build Team Relationships** - When you work together in an office, it's easy to make connections as you greet each other in the hall or chat around the coffee machine. But if you work remotely, maintaining those relationships can be a challenge. Make sure to use check the company's social platform, Yammer, a couple of times daily to keep up with your colleagues. And don't forget to post about you as well." Use video chat options so you can make some face-to-face connections
- **Communicate** - Communication is critical in any telework arrangement. Maintain regular communication with your manager and your colleagues so they know what you're working on, the progress you're making, and any issues that need to be resolved. Stay visible on IM throughout the day—use it to let your team know if you're heads down on a project and don't want to be disturbed or if you're taking a quick break away from your desk.
- **Adhere to Rules of Engagement** - In addition to regular communication, virtual employees often have different expectations for when and how to use communication platforms such as Skype, email, video chat and others. As a good rule of thumb, use the following guidelines for the following situations:
 - IM/Chat: for a quick question that can be resolved in less than four brief exchanges.
 - Voice chat: for a two-person discussion requiring more than four brief exchanges
 - Video chat: for a discussion involving more than two people, a scheduled meeting on the calendar or if any party in the conversation feels it would be beneficial
 - Email: for anything needing to be documented.

Remember, in a virtual environment, email can often become the default communication method which can be overwhelming to keep up with and result in prolonged conversations and even delays. Whenever possible bypass email and speak directly with your co-workers. It will help in avoiding bottlenecks and allow you to connect with colleagues frequently.

- **Understand Virtual Office Etiquette** - Much like a traditional office setting, your colleagues may need to speak with you at any time during your work day. In a physical office, they would likely pop by your work area. In a virtual office, they may do the same using IM or voice and video chat with no prior notice. This is to be expected. However, if you are not able to speak with a colleague immediately, that's okay. Let them know you are in the midst of something and will contact them as soon as you are free.

Protecting Your Well-Being

Virtual employees who spend all or part of the week in a home office may need to make an extra effort to protect their health, both mentally and physically.

- **Eat Well** - As a teleworker, you'll have instant access to your home fridge and pantry. Get rid of the junk food. It's too easy to grab a soda or bag of chips when work has you stressed out. Stock up on healthy office snacks for when you need a little something to get you through. And instead of heading for the fridge the next time you're feeling harried, try walking around the block to clear your head.
- **Make Time for Social Connections** - When you work from home every day, it can be tempting to skip out on business lunches or evening networking events. After all, why get dressed up if you don't have to? If you find yourself feeling isolated (or better yet, before that happens), commit to a regular excursion outside the house.