

ATTACHMENT B

Pacific County Remote Work Agreement between Pacific County and Connor Montgomery

This memorandum shall serve as an Agreement between the employee named above and the Department/Office of Health & Human Services through which the employee will be designated as a Remote Worker under the Remote Work Policy and allowed to perform the duties and responsibilities of his/her position from a location other than the primary duty station located at Long Beach, WA. This Agreement shall be referred to as the "Remote Work Agreement" and is authorized on a) a trial basis, or b) for the period designated below. As the employee approved for remote work, it is important for you to understand that we, as the employer, may change any of the conditions or requirements of the agreement at any time during the period of the agreement. Also, management reserves the right to cease this arrangement altogether at any time.

1. **DURATION:** This agreement will be valid beginning on 3/17/2023 and ending on 3/17/2024.
2. **WORKING LOCATION:** As an employee approved for remote work, you agree to maintain an office or adequate work space at your residence located at 84.
3. **WORKING HOURS:** You are expected to be productive and actively engaged in work for all hours (indicated below) with a minimum of ½ hour break for lunch, while working from your home office during the period of this agreement.

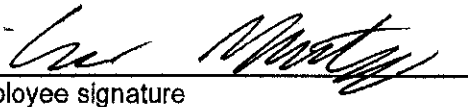
Day	Start time	Lunch Break	End time	Worksite (home/or office)
Sunday				
Monday	8 AM	30 mins	5:30 PM	Office
Tuesday	8 AM	30 mins	5:30 PM	Office
Wednesday	8 AM	30 mins	5:30 PM	Office
Thursday	8 AM	30 mins	5:30 PM	Office
Friday	8 AM	N/A	12 PM	Home
Saturday				

When necessary, we may inform you in person, via email or telephone of work that will require your presence in person at the office or other assigned site. We will do our best to give you at least 24 hours' notice, but shorter notice is possible and acknowledged. As an employee approved for remote work, you agree and understand that being a remote worker requires that you be able to devote 100% commitment to working during the regular work hours specified above and that you will ensure that household duties, including child care, do not interfere with work time or are not conducted or performed during the normal work time.

4. **TELEPHONE/COMPUTER/NETWORK & EQUIPMENT ACCESS & USE:** As an employee approved to be a remote worker, you agree and understand that you will be expected to be accessible by telephone and thus will maintain a telephone line that can be used for phone calls at your own expense. You agree and understand that there may be times when you will incur telephone charges in the performance of your duties and will do so at your own expense, without expectation of reimbursement.

During the period of this agreement, the employee agrees that he/she shall be covered by all County policies and procedures surrounding employment. The dates shown in the duration section are not to be construed as a contract and do not guarantee continuation of employment during the period.

By signing below, I Connor Montgomery, accept the terms and conditions of this agreement, as provided to me by the County. I understand what is expected of me during the period of this Remote Work Agreement. If there are any concerns regarding this arrangement, I will immediately alert my supervisor for clarification and resolution.


Employee signature

3/14/23
Date

APPROVED this _____ day of _____, 20____

BOARD OF COUNTY COMMISSIONERS
PACIFIC COUNTY, WASHINGTON

Chair

ATTEST

Clerk of the Board