

<...Company Name Here...>

## Remote Employee Consent Form

**Effective Date:** [Insert Date]

### **Purpose of Monitoring**

[Insert Company Name] implements WorkTime non-invasive employee monitoring for remote workers to ensure productivity, safeguard company data, and comply with business and security policies. Monitoring is designed to track work-related activities while respecting employee privacy.

### **Scope of Monitoring**

Monitoring activities for work-from-home employees may include, but are not limited to:

- Work-related computer activity (software usage, login/logout times, activity levels)
- Internet usage related to work tasks (without monitoring private browsing)
- Compliance with scheduled work hours and task completion
- Remote connection logs (e.g., VPN/IP tracking to confirm work location when necessary)

### **Methods of Monitoring**

The company utilizes WorkTime non-invasive monitoring software, which tracks work-related activity on company-owned devices or approved personal devices used for work. This monitoring does not include:

- Keystroke logging
- Screen recording or webcam surveillance
- Tracking personal activities outside of designated work hours

### **Legal Compliance**

This monitoring is conducted in accordance with the Electronic Communications Privacy Act (ECPA) and applicable state laws. [Insert any specific state law references if needed.]

### **Data Usage and Privacy**

Collected data will be used solely for business-related purposes, such as performance tracking, workload management, and compliance audits. Access to this data is restricted to authorized personnel only. No personal, private, or sensitive information unrelated to work activities will be recorded or stored.

## Employee Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to the terms outlined in this Work-From-Home Employee Monitoring Consent Form. I understand that:

- My work-related activities on company-approved devices and networks may be monitored in a non-invasive manner.
- WorkTime monitoring does not involve intrusive surveillance.
- I have no expectation of privacy regarding company data and work activities conducted during work hours.
- This consent is a condition of my continued remote employment.

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### Employee Information:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### For Company Use:

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_