Flexible Work Arrangement
Employee Agreement

Lone Star Credit Union ("LSCU") will allow an employee to perform the responsibilities of their position from outside the physical structure of the credit union at a home or remote work location for all or part of their regular workday, otherwise known as remote work.

As a LSCU employee participating in a Flexible Work Arrangement ("FWA"), I agree to:

Identify and create ideal workspace

- Free from distractions that may interfere with the ability to meet or exceed performance expectations
- Healthy workspace – good light, comfortable temperature, adequate workspace, and comfortable chair
- Ergonomically sound seating, lighting, and typing surfaces
- Adequate noise control to ensure clear telephone and video calls
- Adequate privacy provisions, including, where appropriate, locking doors and windows to ensure that family or household members do not have access to confidential LSCU information.

Be accessible, responsive, and reliable

- Update email, voicemail, calendar, IM on a regular basis with schedule and availability
- Check communication platforms regularly
- Follow through on commitments
- Notify manager upon leaving remote work location during working hours
- Available to report to the office for required meetings, trainings, or events
- Remote workplace uptime requirement is 98%. If, while working remotely, employee's remote connectivity is down for two hours, employee may be required to go into the office, or required to take an absence.

Adequately maintain and secure equipment

- LSCU property and/or confidential data must always be protected. Ensure surroundings are free of anything that can compromise LSCU security, Member data, and overall confidentiality.
- Use caution with wireless networks, only use trusted and secure connections. Stay away from free or public wi-fi's
- LSCU equipment should only be used by you and not for personal or family use.
- Report problems or damaged, lost or stolen equipment immediately
- Repair/replace damaged, lost, or stolen LSCU equipment if damage, loss, or theft is due to my own gross negligence

Maintain healthy work/life balance

- Disengage from work at appropriate times for breaks, lunch, and at quitting time

Adhere to virtual meeting guidelines

- Arrive 5 minutes early to all virtual meetings and trainings
- Have webcam on when in video-enabled meetings

- Ensure appropriate lighting to be properly visible
- Have sound muted when not speaking to limit background noise
- Ensure appropriate background

Comply with LSCU guidelines, policies, and procedures

Additional Notes:

A FWA Agreement and related documents sets forth terms and conditions of employment, it is not a contract for a fixed term of employment; it does not grant or confer upon employee any right to continued employment. The FWA and related documents does not alter the "at-will" nature of employment between LSCU and the employee.

LSCU reserves the right to monitor and log, without notice, all employees' e-mail and internet activities, regardless of where LSCU work is conducted. No LSCU employee should have any expectation of privacy in the use of LSCU computer related resources, including when the employee's personal device or equipment is utilized for LSCU purposes.

LSCU has the right to audit compliance with company safety and security standards, including visits to home office.

Injuries sustained while at their home-based remote work site and in conjunction with regular work duties are normally covered under LSCU's workers' compensation policy, but this liability is limited to injuries resulting directly from work and only if the injury occurs in the designated work area, during the assigned work hours. **The employee is responsible to report any work-related injuries immediately to Human Resources.**

All policies, procedures, guidelines, and job performance standards governing employees of LSCU shall also apply to employees participating in a FWA. Conditions of employment remain the same as any other employee.

By signing this Agreement, Employee certifies that s/he has reviewed, understands, and agrees to abide by all provisions of the Flexible Work Arrangement Policy and Agreement.

Employee Signature:	Date:
Immediate Manager Signature:	Date: