



Telecommuting Agreement

Telecommuting is a voluntary agreement between the manager/supervisor and the telecommuter. This agreement begins on _____ and continues until _____, and must be renewed. It can be discontinued at any time by either party with 1 days notice and without adverse repercussions.

1. The telecommuter will telecommute to the following alternative worksite

_____ (Home).

2. In office days will be _____. Home office days will be _____. The telecommuter agrees to be available during the assigned business hours of ____ to ____ for communication through such methods as dedicated phone line, voice mail, e-mail, fax, etc., and agrees to respond within ____ minutes/hours. Employee initiated schedule changes must be with advanced approval by the manager.

3. The duties, obligations, responsibilities and conditions of the telecommuter's employment with the EMPLOYER remain unchanged. The employee's wage, 401(k), vacation and sick leave benefits, and insurance coverage shall remain the same.

4. Work hours, overtime compensation, use of sick leave, and approval for use of vacation will conform to EMPLOYER policies and procedures, departmental guidelines, and company handbook.

5. The telecommuter agrees to provide a secure location for EMPLOYER-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than EMPLOYER business. All equipment, records, and materials provided by the EMPLOYER shall remain EMPLOYER property.

6. The telecommuter agrees not to use his/her personal vehicle for EMPLOYER business unless specifically authorized by the supervisor.

7. The telecommuter agrees to return EMPLOYER equipment, records, and materials within 1 days of termination of this agreement. All EMPLOYER equipment will be returned by the employee for inspection, repair, replacement, or repossession with 1 days written notice.

8. The telecommuter agrees to seek advanced approval by the supervisor to use sick leave, vacation, time off, or other leave credits. Overtime to be worked must be approved in advance by the supervisor.

9. The telecommuter agrees to make regular dependent care arrangements during telecommuting periods.

10. The telecommuter will implement the steps for good information security in the home-office setting, and will check with his/her supervisor when security matters are an issue.

11. Management retains the right to modify the agreement on a temporary basis as a result of business necessity (for example, the employee may be required to come to the office on a particular day), or as a result of an employee request supported by the supervisor.

I have read this Telecommuting Agreement and agree to its terms.

Manager's Signature & Date _____

Telecommuter's Signature & Date _____

General Manager's Signature & Date _____