

Short-Term Telecommuting Agreement

Employee Information

Name: _____ Hire date: _____

Job title: _____

Department: _____

FLSA status: Exempt Nonexempt

This temporary telecommuting agreement will begin and end on the following dates:

Start date: _____ End date: _____

Temporary work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

1. The telecommuter agrees to be available during the assigned business hours of ____ to ____ for communication through such methods as phone line, email, voice mail, modem, and agrees to respond within ____ minutes/hours. Employee initiated schedule changes must be with advanced approval by the manager.
2. Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.
3. Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.
4. The employee will report to the employer's work location as necessary upon directive from his or her supervisor.
5. The employee will communicate regularly with his or her supervisor and co-workers, which includes a weekly written report of activities.
6. The duties, obligations, responsibilities and conditions of the telecommuter's employment with the [Company] remain unchanged. The employee's salary, retirement, vacation and sick leave benefits, and insurance coverage shall remain the same.
7. Work hours, overtime compensation, use of sick leave, and approval for use of vacation will conform to [Company] policies and procedures, departmental guidelines, and to the terms otherwise agreed upon by the employee and the supervisor.
8. The employee will comply with all [Company] rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.
9. The employee will maintain satisfactory performance standards.
10. The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.

11. The telecommuter agrees to provide a secure location for [Company]-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than [Company] business. All equipment, records, and materials provided by the [Company] shall remain [Company] property
12. The employee will maintain a safe and secure work environment at all times.
13. The employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice by the company.
14. The employee will report work-related injuries to his or her manager as soon as practicable.
15. [Company] will provide the following equipment (see attached acknowledgement form):
[List or attach acknowledgement form]
16. The employee will provide the following equipment:
[List]
17. The employee agrees that [Company] equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on [Company] equipment. The employee understands that all tools and resources provided by the company shall remain the property of the company at all times.
18. The employee agrees to protect company equipment and resources from theft or damage and to report theft or damage to his or her manager immediately.
19. The employee agrees to comply with [Company]'s policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices.
20. The employee understands that all terms and conditions of employment with the company remain unchanged, except those specifically addressed in this agreement.
21. The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.
22. The employee agrees to return company equipment and documents within five days of termination of employment.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Human resources signature: _____ Date: _____