

TELECOMMUTING AGREEMENT

This agreement specifies the conditions applicable to an arrangement for performing work at an alternate work site on a regular basis. The agreement begins on DATE and continues until DATE or INDEFINITELY. It can be withdrawn with X DAYS written notice by either party.

1. Days and hours when the employee is normally expected to be in the Office are SPECIFY DAYS AND HOURS.
2. The alternate work site is SPECIFY LOCATION. Days and hours when the employee will normally work at this alternate work site are SPECIFY DAYS AND HOURS.
3. Additional hours involving overtime at any work site must be approved in advance by the supervisor.
4. Duties and assignments authorized to be performed at this alternate work site are SPECIFY DUTIES. The supervisor reserves the right to assign work as necessary at any work site.
5. Recognizing that effective communication is essential for this arrangement to be successful, the following methods and times of communicating are agreed upon:

[SPECIFY: who (include backup and emergency contacts), when, how often, during what time frames, how (phone, fax, beeper, face-to-face, etc.)]
6. The employee agrees to remain accessible during designated work hours, and understands that management retains the right to modify this agreement on a temporary basis as a result of business necessity.
7. Regarding space and equipment purchase, set-up, and maintenance, the following is agreed upon:

[SPECIFY: purchase, set-up, maintenance, provision of supplies, insurance arrangements (consulting Office of Risk Management as necessary), etc., for each piece of equipment, furniture, phones, etc.]
8. The employee agrees to maintain a safe and secure work environment. The employee agrees to allow the employer access to assess safety and security, upon reasonable notice.
9. The employee agrees to report work-related injuries to the supervisor at the earliest reasonable opportunity. The employee agrees to hold the employer harmless for injury to others at the alternate work site.
10. The employee agrees to use employer-owned equipment, records, and materials for purposes of employer business only, and to protect them against unauthorized or accidental access, use, modification, destruction, or disclosure. The employee agrees to report to the supervisor instances of loss, damage, or unauthorized access at the earliest reasonable opportunity.
11. The employee understands that all equipment, records, and materials provided by the employer shall remain the property of the university.

12. The employee understands that his/her personal vehicle will not be used for employer business unless specifically authorized by the supervisor.

13. The employee agrees to return employer equipment, records, and materials within X DAYS of termination of this agreement. All employer equipment will be returned to the employer by the employee for inspection, repair, replacement, or repossession with X DAYS written notice.

14. The employee understands that she/he is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

15. The employee understands that all obligations, responsibilities, terms and conditions of employment with the employer remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.

I hereby affirm by my signature that I have read this Telecommuting Agreement, and understand and agree to all of its provisions.

Employee and Date

Supervisor and Date

Executive Director and Date