

Short-Term Telecommuting Agreement

Between Employee and _____ (employer)

Employee Information

Name: _____

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:

The employee will remain accessible and productive during scheduled work hours.

Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.

The employee will report to the employer's work location as necessary upon directive from their supervisor.

The employee will communicate regularly with their supervisor and co-workers, which includes a weekly written report of activities.

The employee will comply with all rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.

The employee will maintain satisfactory performance standards.

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.

The employee will maintain a safe and secure work environment at all times.

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 employer.

The employee will report work-related injuries to his or her manager as soon as practicable.

The employee agrees that employer's 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 employer's equipment. The employee understands that all tools and resources provided shall remain the property of the employer at all times.

The employee agrees to protect employer tools and resources from theft or damage and to report theft or damage to his or her manager immediately.

The employee agrees to comply with employer's policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary employer and customer information accessible from their home offices.

Employer will provide a cell phone if requested to do so.

Employee will submit expense reports with attached receipts in accordance with employer's expense reimbursement policy for reimbursement of any supplies.

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

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

The employee agrees to return employer equipment and documents within five days of termination of employment.

List of equipment received by the employee (Description/Serial number):

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____