



Telework Agreement

The following constitutes an agreement on the terms and conditions of telework between:

Organization Name & _____, henceforth referred to as “the employee”.

Term

The Agreement is in effect from _____ to _____. It may be extended beyond this period if agreed to by Organization Name and the employee. If extended, this agreement should be reviewed and modified as necessary.

Policies

The employee agrees to abide by all organization rules and policies, including human resource policies, information policies, the intellectual property rights of the organization, and applicable collective bargaining agreements.

Requirements

The employee is required to attend the following training either before beginning telework or soon thereafter, depending on how soon training is available.

- Basic Telework Training
- Technology Tools for Telework

If the employee will be teleworking from a home office, the employee and manager must complete the Home-Office Checklist Form to ensure the home office meets the guidelines of the Telework Policy.

The employee must allow visits by organization representatives as determined by the manager. Visits may be conducted to install, maintain, or inspect equipment, or to inspect the home office for suitability and safety. Two weeks advance notice will be given unless the employee agrees to shorter notice.

The employee Agrees to participate in studies, inquiries, and evaluations related to telework.

In establishing a home office, the employee is responsible for compliance with local zoning regulations or rental agreements.

Corporate Business Office
501 Fairmount Ave Suite 103 Towson MD 21286
Phone: 410-494-7921 • FAX: 410-902-8247



Work Location & Hours

The employee's telework location is: _____

The employee is approved to telework:

- Occasionally upon approval of manager – no regular telework schedule
- On a regular telework schedule

The employee is scheduled to telework the following days:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

The employee's core hours on telework days when they are available to manager and coworkers are:

_____ to _____

Describe any additional or alternative work arrangement:

An employee that works from a telework site more than half the time may be required to share office space on their days at the central worksite.

The employee is scheduled to work from the central worksite (non-telework) on:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

The employee's core hours at the central worksite are:

_____ to _____

In the event the central office is closed due to weather or other emergency, the employee is to continue working from the telework location until instructed otherwise by manager.



Specific Job Tasks

If telework is limited to specific tasks, projects, or types of work describe them here.

Compensation & Benefits

Employee compensation and benefits, including vacation, sick leave, other forms of leave, and travel benefits shall not be affected by the telework arrangement.

Hourly employees may not work overtime from the telework location without prior approval from their manager. With such approval, overtime will be paid at the standard overtime rate. Without approval, overtime will not be paid.

Employee is responsible for tax consequences related to telework.

Communication

In order to maintain close communication and standards of professionalism while working from a remote location, the telework employee shall:

- Notify their manager, coworkers, and receptionist of any change in the posted telework schedule
- Be available to manager and coworkers by telephone and email during core hours
- Return calls and emails in a timely manner
- Any required communication with manager – such as daily contact
- Have office calls forwarded to the remote site.
- Answer the telephone professionally during core hours.

The telework employee will agree with their manager on a plan for receiving assignments, returning assignments, and reporting to the manager on telework days.

The employee will maintain contact with their work unit and colleagues, including attending meetings on telework days when requested to do so by their manager.

Equipment & Expenses

The employee and manager shall determine the minimum equipment (including furniture) and software necessary for the employee to complete assignments from the remote location in a timely, efficient, and professional manner. In determining which equipment (if any) shall be provided by the organization, the manager may consult other departments within the organization as to appropriateness and availability.



Any equipment provided by the organization must be properly inventoried and listed in this agreement, and this agreement must be kept updated if equipment is returned or if new equipment is assigned. The employee is required to return any organization property upon request.

The organization will maintain all equipment owned by the organization. The employee will not perform maintenance or repairs on organization-owned equipment without prior approval. The employee is responsible for all maintenance and repairs of employee-owned equipment.

The employee may be allowed to install organization-owned equipment or software upon approval. Without approval, the employee must schedule installation with the IT Department.

Only organization-owned software may be installed in organization-owned equipment. The employee may not install or download any other software without approval.

All software used for telework, whether owned by the organization or the employee must properly licensed by the software manufacturer.

While the employee may be allowed to use their own software, they will not be required to “purchase” software in order to telework. If new software is required for telework, it will be provided by the organization.

The employee is responsible for ongoing operating costs, such as telephone service fees, Internet fees, utility costs, homeowner’s or renter’s insurance and furniture or equipment rental fees unless the organization agrees in writing to pay for or reimburse such costs.

The organization will normally reimburse travel, long distance, and shipping expenses as per the standard employee expenses policy.

The employee should never purchase or rent equipment, services, or supplies on the assumption that the organization will reimburse the cost. Prior manager approval should be obtained.



Equipment	Provided By:		Inventory Number
	Employee	Organization	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Information Security

The employee working from an alternate work location will follow all procedures outlined in the organizations data security policy. In addition, teleworkers must ensure the following:

- The protection of organization data on disk, hardcopy, or on portable devices from theft, loss, or unauthorized access during transit and at the alternate worksite.
- That approved firewalls and anti-virus software are on all remote site computers and are updated daily with current definitions.
- That flash drives or other portable drives are scanned for viruses before used for uploading or downloading data.
- Sensitive information in hardcopy form is returned to the office or shredded.
- All work is backed-up according to organization procedures.
- The organization’s network is not accessed from the remote worksite or other locations unless with advance approval and for approved purposes.
- The employee agrees to follow the organization’s guidelines pertaining to the handling of public records.



Intellectual Property

Products, records, documents, inventions and discoveries made while teleworking are the property of the Organization. The employee is expected to comply with the Organization's policies regarding inventions and copyrights regardless of the work location or whether work was performed on equipment owned by the organization or the employee.

Safety

The employee confirms that they have a suitable place to work at the alternate work location and that to the best of their knowledge the worksite is safe from conditions that could pose a hazard to health and safety or danger to equipment.

The employee also confirms that the worksite has been inspected by _____ and any changes or improvements required by that inspection have been made.

The alternate work location is considered an official organization worksite for purposes of worker's compensation. The employee must report any injury to their manager immediately. Worker's compensation does not cover accidents to family members or other third parties at the telework site.

Limitations

Teleworkers must observe the following limitations when working from the telework site:

- Employees cannot meet with clients at the telework site
- Employees cannot operate a business or work for another employer during work hours.
- Employees cannot use organization equipment for personal use.
- Employees cannot allow others to use organization equipment or access the organization network.
- Employees cannot have sole responsibility for providing dependent care during work hours except under special conditions approved by the manager.

Termination

The agreement is not a guarantee of employment, and can be terminated at any time by either Organization or employee. A telework arrangement may never be allowed to continue uninterrupted if it is detrimental to work quality, client service, the work unit, or the organization. In such situations the manager will make a good faith effort to work with the employee to resolve the situation, but if the problem cannot be resolved, the manager has a responsibility to terminate the agreement.

Termination of the telework agreement should be made for sound business reasons which the employee is entitled to know. In the event of termination of the agreement, the employee will be notified and provided the reason(s) for the termination in writing.



In the event this agreement is terminated, the manager will make every attempt to provide sufficient notice to allow the employee to make appropriate dependent care or transportation arrangements.

The Organization will not be held responsible for costs, damages or losses to the employee resulting from termination of the agreement.

Agreement

This Agreement may be amended at any time by Organization. A copy of this agreement and any addendums or amendments will be provided to the employee and placed in the employee's personnel file.

EMPLOYEE: By signing, the employee states they have read, understood, and agree to the terms and conditions of this agreement:

Employee Signature

Date

MANAGER: By signing this statement, the manager agrees to work with the employee to implement telework as described in the telework policy and this agreement.

Manager Signature

Date