

Sample Telework Agreement

Please read the following items and then confirm with your initials. Then complete the form and sign it in the space provided.

___ I have read and understand (**Organization Name**)'s Telework Policy and agree to the duties, obligations, responsibilities, and conditions for teleworkers described in that document.

___ I understand that teleworking is a privilege, not a universal benefit or employee right.

___ I understand that telework is voluntary and that I may stop teleworking at any time.

___ I understand that the company also has the right to discontinue the teleworking arrangement at any time.

___ I understand that when I am away from the office teleworking I must comply with all organizational rules, policies, and procedures.

___ I agree to adjust my regular telework day(s) to accommodate the business requirements for my presence in the office.

___ I understand that my compensation, benefits, and work responsibilities will not change due to participation in the telework program.

___ I understand that the amount of time I am expected to work per day or pay period will not change as a result of participation in the teleworking program.

___ I understand that if I am eligible for overtime pay, I must get advance approval from my supervisor to work over 40 hours per week while teleworking.

___ I understand that while teleworking, it is my responsibility to:

- Maintain a safe work environment;
- Protect any company equipment I have; and
- Safeguard confidential work-related information.

___ I understand that I will not care for dependents and will not perform personal business during work hours while teleworking.

___ I understand that I will not hold business visits and in-person meetings with business customers or co-workers at my home telework site.

MORE

Complete the following form and sign in the space provided.

1. The employee agrees to work at the following location (hereafter referred to as the Telecenter):

2. The employee will telework ___ days per week, or as needed.

Scheduled telework days:

___ Mon ___ Tues ___ Wed ___ Thur ___ Fri

3. The employee's work schedule will be as follows:

Telework start time: _____ Finish time: _____

Total telework hours per day: _____

4. The employee's responsibilities on telework days will be as follows:

5. The following company equipment will be used by the employee while teleworking:

6. The phone number the teleworker can be reached

7. Additional conditions agreed upon by the teleworker and supervisor are as follows:

Teleworker's signature Date

Supervisor's signature Date

