

This temporary telecommuting agreement between _____ and [COMPANY] will begin on _____ and continue until further notice. It can be discontinued at any time by either party without notice.

The temporary work location: _____

The Employee's (telecommuter) work schedule: _____

The duties, obligations, responsibilities and conditions of the telecommuter's employment with [COMPANY] remain unchanged. The employee's salary, retirement, vacation, sick leave, and insurance coverage shall remain the same.

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.

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

The telecommuter will report to [COMPANY]'s work location (e.g., Home Office) as necessary upon direction from his or her supervisor.

The telecommuter will be expected to make trips to the Home Office as necessary to perform the essential functions of his or her job that cannot be done at home (e.g., retrieve mail, make copies, pick up plans, etc.)

The telecommuter agrees to maintain a safe and ergonomically sound work environment, to report work-related injuries to the supervisor at the earliest opportunity, and to hold [COMPANY] harmless for injury to others at the telecommuting location.

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. The telecommuter agrees to allow [COMPANY] reasonable access to its equipment and materials.

The telecommuter agrees to return [COMPANY] equipment, records, and property within 3 days of termination of this agreement.

[COMPANY] will not pay for the following expenses:

- Maintenance or repairs of privately owned equipment

- Utility costs associated with the use of the computer or occupation of the home
- Travel expense associated with commuting to the home office or project site

The telecommuter agrees to seek advanced approval by supervisor to use sick leave, vacation, time off, or other leave credits. Overtime to be worked must be approved in advance by the supervisor.

The telecommuter agrees to make regular dependent care arrangements during telecommuting periods. The telecommuter understands that telecommuting is not a substitute for dependent care.

[COMPANY] retains the right to modify the agreement at any time or on a temporary basis as a result of business necessity (example: the employee may be required to come to the office on a particular day).

This document does not create an employment contract, either express or implied. All employment is employment-at-will.

I have read this Short-Term Telecommuting Agreement and agree to its terms.

Supervisor's Signature & Date _____

Telecommuter's Signature & Date _____

Telecommuter's Name (Print) _____

HR's Signature & Date _____