

CITY OF _____

Interoffice Memorandum
Date

TO: [employee's name]
 FROM: Supervisor
 RE: ASSIGNMENT TO TELECOMMUTE DURING LOCAL STATE OF EMERGENCY
 DATE:

Please be advised that effective (*date*) and continuing until approximately (*date*) I am assigning you to telecommute on the following days and times:

Work Schedule (Two Week Period)

	Week One	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start Time		_____	_____	_____	_____	_____	_____	_____
Stop Time		_____	_____	_____	_____	_____	_____	_____
Length of Lunch Break		_____	_____	_____	_____	_____	_____	_____
Total Hours Worked		_____	_____	_____	_____	_____	_____	_____
	Week Two	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start Time		_____	_____	_____	_____	_____	_____	_____
Stop Time		_____	_____	_____	_____	_____	_____	_____
Length of Lunch Break		_____	_____	_____	_____	_____	_____	_____
Total Hours Worked		_____	_____	_____	_____	_____	_____	_____

Employees will be responsible for obtaining voicemail messages during the work period. Please be advised that you may be called to work to meet workload requirements.

Please note the following:

- Telecommuting equipment and services expenses, such as an additional telephone line or software, must be approved in advance by (*your immediate supervisor*).
- You may not use any City equipment for private purposes, nor allow family members' or friends' access to that equipment.
- You shall promptly return all City-owned equipment and data documents when requested.
- You must follow all software licensing provisions agreed to by City.
- City may pursue recovery from you for any City property deliberately or negligently damaged or destroyed while in your care, custody and control.
- City is not responsible for the private property that you use, lose or destroy.
- You may not meet with customers in your home. Meetings should be scheduled in the office.
- You will be responsible for completing a daily task sheet.

Thank you for your assistance during this difficult time.

