

TELECOMMUTING AGREEMENT

These conditions for telecommuting must be agreed to by the employee and supervisor.

My telecommuting arrangement will begin on (effective date): _____ and end on _____ (agreement shall not exceed 6 months).

I will work at the following location: _____

I agree to call the office or my voice-mail to obtain messages each day while working at home/remote location (or agree to forward my office phone line to my telecommute location when I telecommute).

If I will be using City-owned equipment at the work location shown above, I understand that I am responsible for said equipment, as stated in the Telecommuting Equipment Policy described below.

I understand and agree to the job assignments or tasks to be completed under my telecommuting arrangement with my supervisor. Supervisors may attach a specific written statement of job assignments and additional expectations if desired.

Employees who will be working with confidential City information at their home must attach information describing what strategies will be used to maintain that the information remains secure and confidential in a manner consistent with existing City policies.

TELECOMMUTING EQUIPMENT POLICY:

- The employee agrees not to use any City equipment for private purposes, nor allow family members or friends access to that equipment.
- The employee shall promptly return all City-owned equipment and data documents when requested by the employee's supervisor.
- The employee agrees to follow all software licensing provisions agreed to by City.
- The City may pursue recovery from the employee for any City property deliberately or negligently damaged or destroyed while in employee's care, custody and control.
- The City is not responsible for private property used, lost or destroyed.
- The employee agrees to comply with policies regarding telecommuting equipment in the telecommuting policy.

OTHER CONDITIONS:

Employees may, at the discretion of their immediate supervisor, be called to work to meet workload requirements.

Employee Signature

Date