



Telework Agreement

The purpose of this document is for both the supervisor and the employee to have a clear, shared understanding of the employee's telework arrangement during emergencies. Each telework arrangement is unique depending on the needs of the position, supervisor, and employee.

This telework agreement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. The employee remains obligated to comply with all TRD rules, policies, practices, and instructions that would apply if the employee were working at the regular TRD worksite.

Employee Telework Information

Employee Name:	
Job Title:	
Department and Bureau:	
Supervisor:	
Arrangement requested by:	<input type="checkbox"/> Employee <input type="checkbox"/> Department/Agency
Location where telework will be performed:	
Telework arrangement effective dates:	

Job Duties

The general expectation for a telework arrangement is that employees will effectively accomplish their regular job duties, regardless of work location. If there are telework-specific job duties and/or expectations, specify them in the box below, or enter N/A.

- While telecommuting, employee will:
 - remain accessible during the telecommute work schedule;
 - check in with the supervisor to discuss status and open issues;
 - be available for teleconferences, scheduled on an as-needed basis;
 - be available to come into the office if a business need arises;
 - request supervisor approval in advance of working any overtime hours (if employee is non-exempt); and
 - request supervisor approval to use vacation, sick, or other leave in the same manner as when working at employee's regular work location.
- Employee's duties, obligations, responsibilities, and conditions of employment with TRD remain unchanged except those obligations and responsibilities specifically addressed in this agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the normally assigned duty station. The supervisor reserves the right to assign work as necessary at any work site.
- The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that employee's work quality, efficiency, and productivity are not compromised by the telecommuting arrangement described herein.

Work Schedule and Location

Day of Week	Work Hours	Work Location
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Telework Arrangement Modification

Unless a collective bargaining agreement states otherwise, either the employee or TRD may end an employee requested telework arrangement. This form does not apply to telework arrangements made through the disability accommodation process. All employee-proposed changes are subject to TRD approval.

Ad-hoc modifications to this agreement should be discussed between the employee and supervisor. Long-term or substantive modifications should be documented by revising this agreement.

Telework Review

Specify a date to meet and discuss the effectiveness of the telework arrangement, or enter N/A.

Telework review date:	
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Equipment and technology access

TRD's will work with the employee to determine appropriate and suitable equipment. In the spaces below, specify any equipment or technology access the employee will need to telework and whether it will be employee or TRD provided. In the event of equipment failure or service interruption, the employee must notify TRD immediately to discuss alternate assignments or other options. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network, with a secure password protected router.

Employee agrees to protect TRD -owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.

Employee agrees to report to employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.

Employee understands that all equipment, records, and materials provided by TRD shall remain the property of the TRD.

Equipment	Provided by	Responsible for loss or damage

Taxes

Employee understands that employee is responsible for tax consequences, if any, of this arrangement.

Pay, Attendance and Leave

All pay, leave and travel entitlements will be based on the employee’s telework location and the employee’s time and attendance will be recorded as if performing official duties there. Telework employees will not be granted administrative leave during inclement weather unless otherwise approved by telework employee’s manager, which will be approved on a case-by-case basis. The employee shall not work overtime for which additional compensation might be due without supervisory approval in advance. The employee must obtain supervisory approval before taking leave, in accordance with established procedures. Telework employees are expected to adhere to the same policies and procedures as non-telework employees. By signing this Agreement, the employee agrees to follow established procedures for requesting and obtaining approval of leave.

Incident Reports

The employee shall report any job-related injuries that occur in the course and scope of employment while teleworking at the earliest reasonable opportunity.

Policies and Procedure Acknowledgements

Initials

I have read and understand the TRD’s Telework During Emergencies Policy.	
I have read and understand TRD’s policies regarding personal use of state computers and equipment.	

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Approved Denied

If Denied, provide reason(s): _____

Secretary signature: _____ Date: _____

Approved Denied

If Denied, provide reason(s): _____

Distribution:

Original: Personnel File

Copies: Employee, Supervisor, Secretary