

ABC Telephone Company Telecommuter Agreement

Telecommuting, or working from another location such as home or an office close to home, is an assignment that the EMPLOYER may choose to make available to some employees when a mutually beneficial situation exists.

Telecommuting is not an employee benefit, but rather an alternative method of meeting the needs of the company. Employees do not have a “right” to telecommute. The telecommuting arrangement can be terminated by either the employee or the employer at any time. Termination of this agreement by the employee requires prior approval from management. ABC Telco can discontinue availability of telecommuting as a flexible work arrangement at any time at their discretion. Every effort will be made to provide notice of such change to accommodate commuting, or other problems that may arise from such a change. There may be instances, however, where no notice is possible.

Conditions for telecommuting agreed upon by the telecommuter and management for the position of _____:

1. The employee agrees to work at the following location:

2. The employee will telecommute 1 day per week: Friday.

3. The employee’s work hours will be from 8:00 a.m. to 5:00 p.m. while telecommuting. Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by ABC Telco. Hours worked in excess of those specified per day and per work week, in accordance with state and federal requirements will require the advance approval of the manager.

4. The following are the assignments to be worked on by the employee at the remote location, with expected delivery dates: **Develops reports that assist in project proposals, recommendations, implementation plans, communication packages, performance measurement tools and any other information that is related to projects as appropriate. May develop business cases and other reports for Product Management staff to use in their evaluation, review or implementation of new products/services or changes to existing products/services. Delivery dates are as agreed upon with other employees or customers or as scheduled.**

5. The employee will establish an appropriate work environment within their home for work purposes. ABC Telco will not be responsible for the costs associated with initial setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space. Employees will be offered appropriate assistance in setting up a work station designed for safe, comfortable work. ABC Telco will determine, with information supplied by the employee and the manager, the appropriate equipment needs (including hardware, software, modems, phone and data lines, facsimile equipment or software, photocopiers, etc.) for each telecommuting arrangement on a case by case basis, and which equipment, if any, will be provided by ABC Telco to the telecommuter. The Human Resources and Information Services departments will serve as resources in this matter.
6. After equipment has been delivered and the home office is set up, a representative of ABC Telco will visit the employee's home work site to inspect for possible work hazards and suggest modifications. Repeat inspections will occur on as-needed basis. Injuries sustained by the employee while at their home work location and in conjunction with their regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries in accordance with company worker's compensation procedures. The employee is liable for any injuries sustained by visitors to their work site.
7. The following equipment will be used by the employee at the remote location: Laptop computer, ups and a phone. Any equipment issued to the employee to be used at the remote location must be assigned and inventoried for the purposes of tracking equipment while assigned for use at the remote location. All equipment assigned for use in the remote location from ABC TELCO will be maintained by ABC TELCO. All equipment supplied by the employee for use in the remote location will be maintained by the employee. ABC TELCO accepts no responsibility for damage or repairs to employee owned equipment. ABC TELCO reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by ABC TELCO is to be used for business purposes only. The telecommuter agrees to take reasonable action to protect ABC TELCO equipment from damage or theft. Computer routine upgrades or routine maintenance that is provided by and performed on all ABC TELCO equipment must be performed/installed in a timely manner as notified by the I.T. Department for all telecommuters. Upon termination of employment, or termination of the telecommute agreement, all company property will be returned to the company. The following computer programs will need to be accessed and used at the remote location: Office 365 and associated programs, Adobe Acrobat; My Documents; ABC TELCO Ticketing; Sharepoint. At any time it may be determined that other applications and programs are required. The need for any additional programs or applications will be discussed with management and the I.T. department before implementation. If additional applications or programs are not available for home access, management along with the telecommuter will review the impact, and designate how those applicable duties are performed, or if they can only be performed while working in the ABC TELCO offices.

8. The employee agrees to respond to calls and check voicemail and e-mails at the same pace as completed while working in the business office on any non-telecommute day.
9. The employee agrees to get all supplies (normal office supplies such as paper, pens, staples, paper clips, etc) needed for teleworking from the company office, following same procedures as if working in the ABC TELCO office. Standard printer cartridges or laser printer cartridges are to be replaced at the employee's expense.
10. Teleworkers will participate in all studies, inquiries, reports and analyses relating to this program as the company deems necessary.
11. Additional conditions agreed upon by the telemanager and teleworker are as follows: Teleworkers shall report to the business office for employee meetings, or any other meetings that require personal attendance or when requested by management for any reason.
12. Telecommuting shall not be used as a substitute for dependent or child care. Employees who telecommute are expected to make dependent and child care (a child is considered to be age 12 and under) arrangements during the period they will be working from home.
13. Consistent with ABC TELCO's expectations of information asset security for employees working at the office full time, telecommuting employees are expected to ensure the protection of proprietary company and customer information accessible from their home office. Steps include, but are not limited to, use of locked file cabinets, disk boxes and desks, regular password maintenance, password protected electronic files, and any other steps appropriate for the job and the environment. Locking file cabinets are considered as part of the employee's home office and are not provided by ABC TELCO.
14. Telecommuter understands and agrees that it is their responsibility to maintain a broadband connection at the telecommuter's remote office that accommodates the access requirements to the programs listed within this agreement.
14. Tax and other legal implications for the business use of the employee's home are based on IRS and state and local government restrictions. Responsibility for fulfilling all obligations in this area rests solely with the employee. Any filing for tax implications that may be applicable to ABC TELCO as a result of a telecommuting program will be the sole responsibility of ABC TELCO.

I have read and understand the above guidelines for the approved telecommuting program.

Date Manager Name Signature

Date Employee Name Signature

I have reviewed the teleworker's assignment with _____ prior to his/her participation in the teleworking program.

Date Vice President Name Signature

Date Executive Vice President Name Signature

Approved Computer Equipment/Phone to be furnished by ABC TELCO in this arrangement:
