**Temporary Telecommuting Acknowledgment and Agreement**

This Temporary Telecommuting Acknowledgment and Agreement is a voluntary Agreement between the (Insert Organization Name ) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, known as the “telecommuter.” The Agreement establishes terms and conditions for performing work at an alternate work site on a temporary basis due to COVID-19 and the recommendations from health officials to help slow the transmission of the coronavirus. This Agreement is effective as of March 16, 2020 and ends at the President/CEO’s discretion. This arrangement is expected to be short term, and the ORGINAZATION will continue to monitor guidance from health officials and the need for the continuation of the telecommuting arrangement. The ORGINAZATION may require you to return to regular, in-office work at any time. Communication regarding returning to in-office work will be announced on the (use whatever online platform you use for communication)

**Participation in Telecommuting is subject to the following**:

1. Temporary telecommuting location is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Regular normal work schedule is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. While telecommuting, Telecommuter will:
4. Remain available during the telecommuter’s normal work schedule through phone, voicemail, e-mail, messaging system, and agrees to respond within a reasonable time of thirty minutes to one hour. We understand there may be times when the telecommuter cannot respond within a reasonable time because of meetings, lunch breaks, and/or other business work related reasons.
	1. The exception to this is if an employee is out of work on an approved leave of absence.
	2. The other exceptions include a requirement to self-quarantine or due to a lack of child-care because of school closing as these situations relate to COVID-19. If any of the above apply, you may work a flexible schedule within the weekly pay period to reach 36 hours per week.
		1. If 36 hours cannot be met during the week, the telecommuter must input a Paid Time Off (PTO) request.
	3. All other employees are required to work their normal schedule unless otherwise notified.
5. Check in with manager to discuss status and open issues.
6. Be available for teleconferences.
7. Request manager approval in advance of working any overtime hours (if telecommuter is non-exempt).
8. Non-exempt employees will be required to record all hours worked using the timekeeping system, Paylocity. Clock in upon start of work, clock out for lunch, clock in when returning from lunch, and clock out at the end of the day (if telecommuter is non-exempt).
9. Request manager approval for use of PTO or other leave in the same manner as when working at the telecommuters’ regular work location.
10. The telecommuter’s duties, obligations, responsibilities and conditions of employment remain unchanged. Job responsibilities, expectations, and performance review standards remain the same as when working at the regular work site.
11. The parties acknowledge that this agreement is temporary but that the telecommuters work quality, efficiency, and productivity are not compromised by the telecommuting agreement described herein.
12. Safety & Equipment; Information Security
13. Telecommuter agrees to maintain a safe and secure work environment and to report work-related injuries to your manager at the earliest reasonable opportunity. Telecommuter agrees to hold the ORGINAZATION harmless for injury to others at the alternate work site.
14. Telecommuter is responsible for providing space, telephone, networking and/or Internet capabilities at the telecommute location and shall not be reimbursed by the employer for these or related expenses.
15. Telecommuter agrees to protect ORGINAZATION-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.
16. Telecommuter agrees to report to his/her manager any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
17. Telecommuter understands that all equipment, records, and materials provided by the ORGINAZATION shall remain the property of the ORGINAZATION.
18. The ORGINAZATION will allow the telecommuter to use certain personal equipment (phone, monitor, wireless mouse, etc.) but will not assume liability for loss, damage, depreciation, or wear and tear of employee-owned equipment.
19. The ORGINAZATION has provided Company owned equipment to the telecommuter.
	* The following Company owned equipment listed are examples of items that could be issued to the telecommuter: laptop, docking station, monitor, mouse, and keyboard.
	* The ORGINAZATION will pay for maintenance and repairs to Company owned equipment, if needed.

**I hereby affirm by my signature that I have read this Temporary Telecommuting Acknowledgment and Agreement, understand and agree to all its provisions.**

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Telecommuter Signature Date

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Human Resources Signature     Date