



Temporary Telecommuting Agreement

The following constitutes an agreement between the County of Hertford and _____ [Employee] agrees to adhere to the applicable guidelines and policies of the temporary telecommuting program. The County concurs with the employee's participation and agrees to adhere to the applicable guidelines and policies.

Terms and Conditions

The temporary telecommuting agreement is subject to the following terms and conditions:

Duration - This agreement will be valid for a period of _____ [specify term] beginning on _____ [start date] and ending on _____ [end date]. At the end of that time, both parties will participate in a review, which may result in the reactivation of the agreement.

Work hours - The employee's work hours and work location are specified at the end of this agreement.

Conditions of employment - The conditions of employment with the County remain the same as for non- telecommuting employees and employees are subject to the same policies that apply when working at a County facility.

Pay and attendance - The employee's salary, benefits and employer-sponsored insurance coverage will not change as a result of telecommuting.

Leave - Employees must obtain approval before taking leave in accordance with established County Personnel Policies and Department policy and procedures. By signing this form, the employee agrees to follow established procedures for requesting and obtaining approval of leave.

Overtime - The employee will continue to work in pay status while working at the home office or alternate location.

By signing this agreement, the non-exempt employee agrees that failing to obtain proper approval from his/her supervisor for overtime work may result in removal from the telecommuting program and/or corrective action up to and including dismissal. Time worked after generally scheduled hours will be compensable according to the Fair Labor Standards Act and County policy.

County-owned equipment - In order to effectively perform their assigned tasks, the employee agrees to only use County issued equipment at the telecommuting location. Equipment will be protected against damage and unauthorized use. Equipment will be serviced and maintained by the County. Any equipment provided by the employee will be at no cost to the County and will be maintained by the employee. Equipment provided by the County (if any) will be serviced and maintained by the County.



Inspection - The County reserves the right to inspect any County issued equipment to ensure it is being used solely by the employee and for County business only.

Liability - The County of Hertford will not be liable for damages to the employee's property that results from participation in the telecommuting program.

Reimbursement - The County will not be responsible for any operating costs, home maintenance, or any other incidental cost (e.g., utilities) whatsoever, associated with the use of the employee's residence. The employee will be reimbursed for authorized business expenses incurred while conducting business for the County in the same manner as if working at a County facility.

Workers' Compensation - The employee is covered under the Workers' Compensation Law if injured in the course of performing official duties at the telecommuting location.

Work assignments - The employee will meet with his/her immediate supervisor to receive assignments and to review completed work as necessary or appropriate. The employee will complete all assigned work according to work procedures mutually agreed upon by the employee and the immediate supervisor according to guidelines and standards stated in the employee's performance plan.

Employee evaluation - The employee's performance evaluation will be conducted according to the Personnel Policy regarding Performance Planning and Appraisal Program.

Records - The employee will apply approved safeguards, including a locked file cabinet or box, to protect the County's records from unauthorized disclosure or damage. Work done at the telecommuting location is considered County business. All records, papers, computer files, and correspondence must be safeguarded for their return to the primary County work location. No records may be duplicated or saved on non-county equipment unless authorized in writing by the Department Director.

Performance location - The employee agrees to limit performance of assigned duties to the primary County work location or to the approved alternate work location. Failure to comply with this provision may result in termination of the telecommuting agreement and/or other appropriate disciplinary action. Meetings required by the County or the Department must be attended.



Statement of Understanding

The following hours and locations are agreed to in support of the Temporary Telecommuting Agreement.

Work Location:	
Telecommuting Location:	

General Work Hours

Day of Week	Hours From	Hours To	Location (home, office, other)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Additional Conditions or Specifics

(Schedule flexibility, who will supply equipment, method/time of communication, meetings, etc.):

Signatures:

County Manager Approval		Date	
Human Resources Approval		Date	
Department Head Approval		Date	
Manager/Supervisor		Date	
Employee		Date	

Employee Information:

Name	
Address	
City, State and Zip	