

NASA INTERNSHIP

EMERGENCY TELEWORKING AGREEMENT

During this time of emergency, NASA Internships is supporting NASA's decision to allow interns to telework during the evolving "coronavirus disease 2019" (COVID-19) outbreak. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of our interns, employees, customers, visitors or others. We also want to ensure the continuity of business operations by accommodating remote work environments whenever possible and viable for mission-related work.

Objective

Temporary or Emergency Teleworking is a flexible work arrangement that will allow an intern to be trained at home or a satellite location for all or part of the workweek.

A teleworking agreement must be completed and signed by the intern, mentor, program lead or manager, and an electronic copy placed with the mentor, intern and the center Internship office prior to commencing a teleworking arrangement.

AGREEMENT

Prior to commencing a telecommuting arrangement, the intern must satisfy the following conditions:

1. Complete the TELEWORK TRAINING (COURSE HQ-TW-TTEM) training in SATERN.
2. Review the Telecommuting Agreement with your mentor. Sign that you agree to the conditions in the agreement and ask your mentor to sign acknowledging his/her consent to you teleworking within those rules.
3. Fill out the NASA Form 892 Property Pass Agreement and Removal Permit. This form acknowledges that you have your mentor and your organization's permission to leave the Center with your government-furnished computer, that you agree to safeguard your equipment and any data it holds, and that you agree to return the computer at the end of your internship.
4. **Return all completed forms and certificate to your center Internship office via email.**

All of the intern's obligations and responsibilities, and terms and conditions of association with NASA remain unchanged, except those specifically changed by this agreement. Any non-compliance with this agreement by the intern may result in modification or termination of the flexible work arrangement established by this agreement.

Terms and Conditions

Conditions of Internship: The intern's assignments, responsibilities, and conditions of internship remain the same as if the intern were onsite at NASA. The intern will continue to comply with federal and state laws and NASA policies and regulations while being trained at an alternate location.

Required Online Hours: Online hours and location are specified as part of this agreement. The intern must be online during the specified hours from 8:00 a.m. to 4:30 p.m., Monday through Friday.

Stipend and Attendance: The intern's stipend remains the same as if the intern is being trained onsite.

Office and Teleworking Location: The intern agrees to be trained at the alternate workplace (please describe below), and not from another unapproved site. Failure to comply with this provision may result in termination of the agreement. NASA agrees to establish agreed-upon expectations relative to the time the intern will need to return to the primary workplace (N A S A) and to give adequate notice when these expectations are subject to change.

Alternate workplace description:

Workspace Safety: The intern agrees to designate a separate workspace in the alternate workplace for the purposes of teleworking and will maintain this area in a safe condition, free from hazards and other dangers to the intern and NASA's equipment. The intern understands that he/she will be liable for injuries or damages to the person or property of third parties or any members of the intern's family in the alternate workplace if it is in the intern's home.

Protecting NASA's Computer Systems and Records: Intern must use NASA laptop on VPN, and only use NASA laptop for government business. Intern must continue to comply with all of NASA's IT Security policies and conditions for use of the government-furnished equipment at the alternate workplace. Intern should have submitted to program manager a completed NASA equipment NF892 form.

All official company and client records, files, and documents must be protected from unauthorized disclosure or damage and returned safely to the primary workplace. The intern agrees to abide by any rules promulgated by NASA and the company concerning the use of computer and understands that these rules may be changed at any time with proper notice. The i n t e r n agrees to follow N A S A ' s a n d the company's procedures for network access and to take all necessary steps to protect the integrity of systems including but not limited to: protecting passwords, and not allowing company and our client files to be viewed by others.

Intern's Assignments and Evaluation: Intern will virtually meet with his/her NASA's mentor to receive assignments and to review completed assignments. The intern will complete all assignments according to procedures mutually agreed upon with his/her mentor from NASA. The intern will be required to adhere to those performance standards agreed upon with his/her mentor for teleworking purposes. The evaluation of the intern's training will be based on such established standards. If the intern is unable to complete assignments in the normal work week, you should notify the company and your program manager and mentor accordingly.

Liability and Home Safety: NASA will not be liable for damages to the intern's property resulting from participation in the teleworking program. In signing this document, the intern agrees to hold NASA harmless against any and all claims. The intern accepts responsibility for maintaining the security, condition, and confidentiality of NASA's equipment and materials (including but not limited to files, documentation, manuals, forms) that are at the alternate workplace. In signing this agreement, the intern verifies that the alternate workplace, if it is the intern's home, is free of safety and fire hazards.

Curtailment of the Agreement: NASA has the right to remove the intern from the program if participation fails to benefit organizational needs. In the event the intern no longer participates in the training, or fails to meet the internship program requirements, the intern agrees to return all NASA's equipment and supplies to NASA within 48 hours or a mutually agreed upon reasonable time period. All work documents will be returned immediately to NASA. In addition, this agreement shall automatically terminate when the intern ceases internship with NASA.

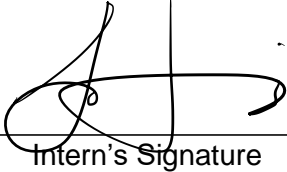
Termination of Teleworking: NASA may terminate the teleworking arrangement at any time with or without cause at its convenience. By participating in a teleworking arrangement, the intern agrees that any termination from training at the alternate workplace will not constitute an involuntary reassignment.

ACKNOWLEDGEMENT:

I have read and understand this agreement and all its provisions. By signing below, I agree to be bound by its terms and conditions.

Sean Lai

Print Intern's Name



Intern's Signature

06/01/20

Date

Mentor's Signature

Date

Program Lead's or Manager's Signature

Date

Approved by:

Authorized NASA Internship Representative

Date