



## TELECOMMUTING AGREEMENT FORM

<b>Employee Name</b>		<b>Employee ID</b>	
<b>Supervisor</b>		<b>Contract</b>	

This Telecommuting Agreement is not a contract of employment, is not a guarantee of employment, and does not alter the at-will nature of employment as outlined in the ERT Employee Handbook.

### WORK AND SITE INFORMATION

<b>Telecommuting Agreement Activation Date</b>	Start Date			
	End Date			
<b>Telecommuting Worksite</b>  (Address and Phone Number)				
<b>Telecommuting Work Schedule</b>  (Please list the hour work will begin and the hour work will end. Schedule should equal no more than 8 hours per day with a minimum of a 30 minute lunch break- Ex. 8:00 am to 4:30 pm)	Monday		to	
	Tuesday		to	
	Wednesday		to	
	Thursday		to	
	Friday		to	
	Saturday		to	
	Sunday		to	
<b>Job Duties and Requirements</b>  (List any changes or reporting requirements while on the Telecommuting schedule, to include frequency, etc. Objectives and evaluation procedures should be established to include regular meetings and required deliverables while Telecommuting. Description of job should be attached.)				
<b>ERT/Customer Equipment Used or Assigned</b>				


### TERMS OF AGREEMENT

1. Telecommuting Employee must be able to be present at his/her contract site, as necessary, to attend meetings, training sessions, or similar events or occurrences. An employee who is telecommuting is not entitled to reimbursement for travel mileage or hotel accommodations to attend work meetings at the regular work site.
2. While Telecommuting, the Employee must be reachable via telephone, fax, network accesses, or e-mail during agreed-upon work hours.
3. Costs for internet usage and phone calls will be the sole responsibility of the Employee. Supplies for the Telecommuting site should be obtained through the regular work site, and retrieved during work site visits. Employee's out-of-pocket expenses for supplies will not be reimbursed unless otherwise agreed upon, in writing, by the Employee's manager.

4. The Employees duties, obligations, responsibilities and conditions of employment remain unchanged. Job responsibilities, standards of performance and performance appraisals remain the same as when working at the regular customer work site. The employee's salary, benefits and other employer insurance coverage shall not change due to the Telecommuting Agreement.
5. Requests to work overtime, use vacation, sick or other leave must be approved by the employee's supervisor in the same manner as when working at the regular customer work site. The employee agrees to remain accessible during designated work hours, and understands that management remains the right to modify this agreement on a temporary basis as a result of business necessity.
6. During the approved hours of work when the employee will be telecommuting, the employee shall not be the primary caregiver of any children, adults or elders. If applicable, the Employee may be asked to provide information regarding childcare/eldercare arrangements. As per policy, employees should not conduct personal business or activities during agreed-upon telecommuting work hours.
7. Equipment, software, data, and supplies, when provided by ERT for use at the Employee's home office, remain the property of ERT and will be returned to ERT within 5 business days should the telecommuting agreement be terminated.
8. Telecommuting Employees are advised to contact their insurance agent and tax consultant for information regarding home work site coverage and tax exemption status. ERT is not liable for damages to the Employees property that may result from participating in the Telecommuting program.
9. The Employee will protect ERT and Customer information from unauthorized disclosure or damage and will comply with federal, state and ERT rules, policies and procedures regarding disclosure of client and company information. Work done at the Employee's Telecommuting site is regarded as official ERT business. All records, documents, and correspondence, either in paper or electronic form must be protected.
10. This Telecommuting Agreement is completely voluntary. This Telecommuting Agreement may be terminated by ERT or the Employee at any time. Although efforts will be made to provide reasonable notice of termination, there may be instances when notice is not possible.

#### APPROVALS

I have read and understand both the ERT Telecommuting Policy and the information in this agreement. I agree to abide by and operate in accordance with the terms and conditions outlined in both documents. I agree that the purpose of this agreement is to regulate telecommuting and it neither constitutes an employment contract, and I understand that this agreement may be terminated at any time by either myself or ERT.

Employee Signature		Date:
Program Manager Signature		Date:
Human Resources Signature		Date: