Telecommuting Agreement

This agreement specifies the conditions applicable to an arrangement for performing work at an alternate work site on a regular basis. The agreement begins on 03/16/2020 and continues 03/31/2020. It can be withdrawn by written notice by either party at any time. The employee understands that management retains the right to modify this agreement on a temporary basis as a result of business necessity.

1. All pay and leave entitlements will be based on the employee’s official primary location. The employee understands that she/he is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.
2. The alternate work site is HOME (43 Craighill Rd, Apt A, 23238). Days and hours when the employee will normally work at this alternate work site are:

|  |  |  |
| --- | --- | --- |
| **Day** | **Hours (indicate Lunch Hour)** | **Location** |
| Sunday |  |  |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |

1. Additional hours involving overtime at any work site must be approved in advance by the supervisor.
2. Duties and assignments authorized to be performed at this alternate work site are:

Analyse, Design and code changes to the application systems.

The supervisor reserves the right to assign work as necessary at any work site.

1. Recognizing that effective communication is essential for this arrangement to be successful, the following methods and times of communicating are agreed upon:

Can be contacted via phone (Home phone / Mobile) and Email. 5409157718 and Indranil.mazumder@richmondgov.com

1. The employee agrees to remain accessible during designated work hours, with the exception of the specified lunch hour. The employee agrees to notify their immediate supervisor if they have to leave the alternate worksite during the scheduled hours. The employee agrees to have a telephone answering machine or service, and call waiting service to ensure unimpeded availability. The employee agrees to modify their City of Richmond voice mail outgoing message to indicate that they may be reached at the alternate worksite or that the employee will be checking for messages. The employee agrees to check for messages at least every two (2) hours.
2. The following equipment (include serial number where appropriate) will be used by the employee at the alternate work site:

| **Hardware/Equipment** | **√** | **Description** | **Owned by City or Employee** |
| --- | --- | --- | --- |
| Computer | **√** | HP | Employee |
| Modem | **√** | Verizon FIOS | Employee |
| Printer | **√** | HP Printer Series 200 | Employee |
| Fax Machine | **√** | HP Printer Series 200 | Employee |
| Copier | **√** | HP Printer Series 200 | Employee |
| Monitor | **√** | HP | Employee |
| Keyboard | **√** | HP | Employee |
| Mouse | **√** | HP | Employee |
| Zip or Jaz Drive |  |  | Employee |
| Surge Protector |  |  | Employee |
| Telephone (Voice) | **√** | Vonage | Employee |
| Telephone (Data) |  |  |  |
| Desk | **√** | Computer desk | Employee |
| Chair | **√** | Office chair | Employee |
| Lighting | **√** | Tube light | Employee |
| Other |  |  |  |

1. The following Software/Services (include license number where appropriate) will be used by the employee at the alternate work site:

| **Software/Services** | **√** | **Description** | **Owned by City or Employee** |
| --- | --- | --- | --- |
| Operating System | **√** | Windows xp | Employee |
| Email | **√** | Ms Outlook | City |
| Word Processor | **√** | Ms Office | City |
| Spreadsheet | **√** | Ms excel | City |
| Presentation Graphics | **√** | Ms Visio | City |
| Internet Browser | **√** | IE | City |
| Internet Service Provider | **√** | Verizon FIOS | Employee |
| Method of Remote Access | **√** | VPN | City |
| Call Waiting | **√** | Vonage | Employee |
| Call Forwarding | **√** | Vonage | Employee |
| Conference Calling | **√** | Vonage | Employee |
| Other |  |  |  |

1. The employee agrees to obtain approval before taking leave in accordance with established City of Richmond policies and procedures.
2. The employee with dependent care needs agree to make the necessary arrangements for alternative care during all agreed upon work hours.
3. The employee agrees to conduct a site inspection of their alternate worksite using the supplied safety checklist. The employee agrees to maintain a safe and secure work environment. The employee agrees to allow the City of Richmond access to assess safety and security, upon receiving a one-day notice.
4. The employee agrees to report work-related injuries to the supervisor at the earliest reasonable opportunity. The employee agrees to hold the City of Richmond harmless for injury to others at the alternate work site.
5. The employee agrees to use City of Richmond-owned equipment, records, and materials for purposes of City of Richmond business only, and to protect them against unauthorized or accidental access, use, modification, destruction, or disclosure. The employee agrees to report to the supervisor instances of loss, damage, or unauthorized access at the earliest reasonable opportunity.
6. The employee agrees to obtain office supplies during telecommuter’s in-office period.
7. The employee understands that all equipment, records, and materials provided by the City of Richmond shall remain the property of the City of Richmond.
8. The City of Richmond will not be liable for loss, theft, damage, or wear of employee owned equipment. The City of Richmond will hold liable the employee for loss, theft, or damage to City owned equipment and software if such loss or damage is caused by the employee’s negligence, misuse, or abuse.
9. The City of Richmond will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., increase in utilities cost, Internet Service Provider Cost, Second Phone line) whatsoever, associated with the use of the employee’s residence. The employee does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the City of Richmond. The employee may be reimbursed for long-distance telephone calls and or fax costs for business purposes, provided that the employee agrees to submit appropriate documentation for reimbursement.
10. The employee understands that his/her personal vehicle will not be used for City of Richmond business unless specifically authorized by the supervisor.
11. The employee agrees to return City of Richmond equipment, records, and materials within three (3) days of termination of this agreement. All City of Richmond equipment will be returned to the City of Richmond by the employee for inspection, repair, replacement, or repossession with three (3) days of written notice.
12. The employee understands that all obligations, responsibilities, terms and conditions of employment with the City of Richmond remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.

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

\_Indranil Mazumder\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_03/15/20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Employee Signature Date

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Supervisor Signature Date

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Department Director/Designee Signature Date