

# TELECOMMUTER'S ASSIGNMENT (Attachment A)

Telecommuting, or working from a remote location, is an assignment that the Agency/Company may choose to make available to some Employees when a mutually beneficial situation exists. Telecommuting is not an Employee benefit, but rather is an alternate method of meeting the needs of the Agency/Company. Employees do not have the "right" to telecommute; either the Employee or the Agency/Company can terminate the arrangement at any time using the process outlined in the telecommuting agreement.

These are the conditions for telecommuting agreed upon by the telecommuter and his or her supervisor:

1. The Employee agrees to work at the following location:

\_\_\_\_\_

2. The Employee will telecommute \_\_\_\_\_ days per week. Full-time telecommuters will report to their designated headquarters at least once per week on \_\_\_\_\_ (day) to review work with their supervisor and receive work assignments. (This condition does not apply to ADA Accommodation Agreement)

3. The Employee's work hours will be as follows: \_\_\_\_\_

4. The following are the assignments to be worked on by the Employee at the remote location with the expected delivery dates: (See Schedule for day to day tasks)

5. The following Agency/Company-owned or Employee-owned equipment will be used by the Employee at the remote work location:

<u>Description</u>	<u>Agency/Company No.</u>	<u>Serial No.</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

***I understand that I am under financial liability for loss or damage to this equipment if the loss or damage results from my negligence, intentional act, or failure to exercise reasonable care, safeguarding, maintenance, or service of this equipment.*** Employee initials \_\_\_\_\_

6. The following is the arrangement agreed upon for handling telephone calls made by the telecommuter from the remote work location for Agency/Company business:

\_\_\_\_\_

7. The Employee agrees to call the office to obtain his or her messages at least \_\_\_\_\_ times per day.

8. The Employee agrees to obtain, from the office, all supplies needed for work at the remote work place; out-of-pocket expenses for supplies will not be reimbursed.

9. Additional conditions agreed upon by the telecommuter and the supervisor is as follows:

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I have reviewed this assignment with \_\_\_\_\_  
prior to his or her participation in the Agency's/Company's telecommuting program.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor**

This assignment has been discussed with me.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Employee**

**Distribution:**

- original: Employee's personnel file
- copies: Employee
- Supervisor
- Telecommuting Coordinator