**Telework Agreement**

Name of TELEWORKER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Conditions for teleworking agreed upon by TELEWORKER and his/her supervisor:*

|  |  |
| --- | --- |
| The TELEWORKER agrees to telework at the following location | Location: |
| The TELEWORKER will telework \_\_\_\_\_\_ day(s) | **Day(s) if identified ahead of time\_\_\_\_\_\_\_** |
| The TELEWORKER’s hours will be | **Teleworking hours are from \_\_\_\_\_\_ AM to \_\_\_\_\_ PM** |
| The following are the types of assignments to be worked on by the TELEWORKER at the remote location: | **Assignments:** |
| The following equipment will be used by the TELEWORKER at the remote location: | **Equipment:** |
| The TELEWORKER agrees to check voicemail at least | **\_\_\_\_\_times per day** |
| TELEWORKER agrees to check and respond to email messages no later than | **\_\_\_\_\_hours after receipt of the communication day** |
| Additional conditions agreed upon by the supervisor and TELEWORKER are as follows: | **Additional conditions:** |

**Signatures**

We have read and understand this agreement and accept its conditions. We have reviewed the Telework Agreement prior to the employee’s participation in the EMPLOYER’s teleworking program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name (TELEWORKER) Signature Date