**Permanent / Long-Term**

1. **Telework Arrangement**
2. This is an agreement between [**Employer Name**] and [**Employee Name**] (“Employee”) to establish the terms and conditions for performing work at an alternate work site on a regular basis (*e.g.*, on the same day every week, or on an established routine basis).
3. This agreement begins on[**Date**]**.** This agreement will be reviewed at least annually. This agreement may be modified or cancelled with seven (7)calendar days written notice. The following conditions apply:
	1. Employee’s telework schedule is [specify days and hours. If it varies, please include those details].
	2. Employee’s regular telework site location is [location].
	3. Employee’s regular telework phone number is [telephone number].
4. While teleworking, Employee will:
	1. remain accessible during the telework schedule;
	2. check in with his or her supervisor to discuss status and open issues;
	3. be available for teleconferences, scheduled on an as-needed basis;
	4. be available to come into the office if a business need arises;
	5. request supervisor approval in advance of working any overtime hours (if employee is non-exempt); and
	6. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee’s regular work location.
5. Employee’s duties, obligations, responsibilities, and conditions of employment with [Employer Name] remain unchanged except those obligations and responsibilities specifically addressed in this agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular [Employer Name] work site. The supervisor reserves the right to assign work as necessary.
6. The employee and [Employer Name] acknowledge that this agreement may be evaluated on an ongoing basis to ensure that Employee’s work quality, efficiency, and productivity are not compromised by the teleworking arrangement described herein.
7. **Safety & Equipment; Information Security**
8. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to Employee’s supervisor at the earliest reasonable opportunity. Employee agrees to hold [Employer Name] harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for teleworking purposes:
	1. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telework location and shall not be reimbursed by the employer for these or related expenses. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network.
	2. Employee agrees to protect [Employer Name] equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
	3. Employee agrees to report to his or her supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
	4. Employee understands that all equipment, records, and materials provided by [Employer Name] shall remain the property of [Employer Name].
9. With reasonable notice and at a mutually agreed upon time, [Employer Name] may make on-site visits to Employee’s telework location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of [Employer Name] property, and to maintain, repair, inspect, or retrieve [Employer Name] property.
10. Employee agrees to return [Employer Name]-owned equipment, records, and materials within \_\_\_ days of termination of this agreement. Within \_\_\_ days of written notice, he or she must return [Employer Name]-owned equipment for inspection, repair, replacement, or repossession.
11. Employee understands that he or she is responsible for tax consequences, if any, of this arrangement, and for conformance.

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

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[Insert Employee’s Name], Employee, Date

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[Insert Supervisor’s Name], Supervisor, Date

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[Insert Department Head’s Name], [Insert title], Date