

## Club Ride Telework Agreement Policy Sample

### **Purpose:**

Telework is a business strategy which allows *ABC Company* employees to work in a designated area outside of the office. It is a cooperative arrangement between employer and employees to allow for a flexible work arrangement. It is not a formal, universal employee benefit.

### **Policy:**

Employees who telework must be approved based on company policies, including tenure and performance. Teleworking will not change the job description, duties, benefits, responsibilities, or any other terms of employment for the employee. To qualify for telework, the employee must do the following:

- Read and agree to company telework policy and guidelines
- Complete Company telework training
- Receive departmental/company approval for telework

Employer may modify or end the telework agreement at any time for business reasons (e.g., productivity drop, disciplinary action, etc.). Additionally, employee will be able to request an end or change to the telework agreement at any time.

### **OFFICE SUPPLIES**

Office supplies will be provided by the *ABC Company* as needed. Out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of the manager.

### **Eligibility:**

Eligibility for telework is based on both job position and performance. Teleworkers can apply based on performance, an evaluation of the likelihood of success, and the suitability of their position for telework.

### **Training:**

Employees who qualify for telework must complete all relevant training prior to working from home. Supervisors/company can require employee to retake training if necessary.

### **Work Hours:**

All rules that apply at the regular worksite will apply for telework, including the following:

- Employee must report time spent teleworking same as if they were at the regular worksite
- Overtime must be approved in advance by the company/supervisor
- Employee must obtain approval to use vacation, sick time, or other leave in the same manner as employees who do not telework
- Telework employees who are ill must report the hours worked and use sick leave for the hours not worked

### **Workspace:**

Employees who telework must have a designated work area that is suitable for performing company business. The employee must work in the designated area when telecommuting. Workspace must be devoid of debris and clutter.

This location must allow the employee to perform their duties safely and efficiently. It is up to the employee to ensure that their work area complies with health and safety requirements established by the company. Employees who suffer a work-related injury or illness must notify their supervisor or the company immediately. Additionally, they must complete any required forms as soon as they are able to do so. Telework employees are covered by worker's compensation while performing work functions in the designated work area of their home during working hours.

**DEPENDENT CARE**

Teleworking is not a replacement for childcare or dependent care.

**PRIVACY AND SECURITY OF INFORMATION**

Employees will adhere to all existing regulations, policies and procedures of the employer. Employees will also protect the security of information according to policies and procedures. Sensitive information must be stored in the designated workspace.

**Name of Employee:** \_\_\_\_\_

***Conditions for teleworking agreed upon by employee and his/her manager:***

The TELEWORKER will telework XXX days per week (XXX hour days)	Effective: Date: _____
The TELEWORKER's hours will be	Teleworking hours are from ____ AM to ____ PM
The following equipment will be used by the employee at the remote location:	Equipment: _____
The employee agrees to check voicemail	_ times a day
employee agrees to check and respond to email messages	Regularly throughout the day (no longer than 1 business day)
Additional conditions agreed upon by the supervisor and employee 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.

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Manager Name (Employer)	Signature	Date
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Employee Name	Signature	Date
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