

DASA Telecommuting Agreement

This Agreement is established between _____ and _____, who holds the position of _____. This Agreement is effective on _____ and is in effect until modified or rescinded by DASA management or the employee. DASA reserves the right to end or modify telecommuting at any time.

Alternate Work Location:

Address (may not be a Post Office Box):

Telephone number:

Alternative means of contact:

Description of work site:

Telecommuting Frequency: Regularly Scheduled Day Ad-hoc Both

Terms of Agreement:

- a) Policies and procedures that apply to the central workplace remain the same for telecommuting employees. This agreement is not a contract of employment and does not provide any contractual rights to continued employment. Telecommuting assignments do not change the conditions of employment or required compliance with policies, regulations and rules/procedures. All leave policies are applicable regardless of telecommuting status.
- b) The amount of compensation and benefits will not change as a result of this telecommuting agreement. Tax implications of telecommuting are the responsibility of the employee.
- c) The supervisor and employee will plan telecommuting hours in advance, which in most cases would include developing an agreement on a specific schedule for each telecommuting occasion. A telecommuting employee that is subject to overtime provisions of the Fair Labor Standards Act (FLSA) will not work more than a total of 40 hours during a work week, to include telecommuting time, without prior supervisory approval and will maintain appropriate records of his/her time.
- d) The University's liability for job-related accidents continues to exist during the employee's approved hours at the alternate work location. The employee will report any injury immediately to his/her supervisor. The supervisor must assure that university-owned materials, equipment, and furniture used by the employee for work-related purposes at the alternate work location comply with safety standards.
- e) University-owned property remains the property of the University. The employee agrees to return university-owned property within five business days of being notified of termination of this agreement. A copy of the Home Use Authorization form should be attached to this agreement listing any equipment to be used at the alternate work location. Maintenance, repair, or replacement of equipment owned by the employee is his/her responsibility.
- f) The employee will apply herself/himself to assigned work during designated work hours while telecommuting and will not engage in activities that are not work-related. The employee is responsible for maintaining the same levels of production as if he/she were at the central work location.
- g) The employee must be able to be contacted by management and/or staff when needed. Additionally, university personnel may visit the employee's alternate work location during normal business hours with appropriate advance notice.

- h) Continuation of this agreement is subject to review for the business and productivity effectiveness of the arrangement and may be revoked at any time at the option of the employer.
- i) The employee has permission to work on restricted-access information or materials at the alternate work location and agrees to follow department-approved security procedures. He/she will take reasonable precautions to prevent disclosure of confidential information to third parties. The employee agrees to follow all software licensing provisions agreed to by the university. No copies of restricted data should be made to privately-owned computers.
- j) Long distance charges incurred while telecommuting are subject to the same reporting procedures as long distance calls made from the central work location.
- k) DASA employees are not specifically required by management to telecommute; therefore, employees who request telecommuting will not be reimbursed for internet connectivity charges.

I agree to the Telecommuting Agreement:	
Employee's Signature	Date

I approve the Telecommuting Agreement:	
Supervisor's Signature	Date
Unit Head's Signature (if other than supervisor)	Date

NOTE: All agreements should be reviewed by DASA HR before finalizing.

Distribution:

Original: Department Personnel File

Copies: Employee, Supervisor