



Telecommuting Agreement

Telecommuting is a voluntary agreement between the department head and the telecommuter. This agreement begins on ____ [Date] _____ and continues until ____ [DATE] _____. It will be reviewed periodically but can be discontinued at any time by either party without adverse repercussions.

1. The telecommuter will telecommute to the following alternative worksite
_____ (Home Address).
2. In-office days will be _____. Home office days will be _____. The telecommuter agrees to be available during the assigned business hours of ___ to ___ for communication through such methods as dedicated phone line, voice mail, and e-mail. Any changes to the telecommuter's work schedule must be approved in advance by the manager.
3. The duties, obligations, responsibilities and conditions of the telecommuter's employment with the University remain unchanged. The employee's salary, retirement, vacation and sick leave benefits, and insurance coverage shall remain the same.
4. The telecommuter agrees to maintain a safe and ergonomically sound work environment, to report work-related injuries to the supervisor at the earliest opportunity and to hold the University harmless for injury to others at the telecommuting location. The employee agrees to allow an authorized University representative to inspect the home office as needed.
5. The telecommuter agrees to provide a secure location for University-owned equipment and materials and will not allow others to use such equipment. All equipment, records, and materials provided by the University shall remain the property of the University.
6. The telecommuter agrees not to use his/her personal vehicle for University business unless specifically authorized by the supervisor.
7. The telecommuter agrees to return University equipment, records, and materials immediately following the termination of this agreement.
8. The department/division/school/college will pay for the following expenses:
 - Charges for business-related long distance telephone calls.
 - Maintenance and repairs to University owned equipment. This equipment is ___; and,
9. The department/division/school/college will not pay for the following expenses:
 - Maintenance or repairs of privately owned equipment;
 - Utility costs associated with the use of the computer or occupation of the home;
 - Equipment and supplies
 - Travel expenses associated with commuting to and from the University.



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10. The telecommuter understands that all university policies are in effect during a telecommuting arrangement, e.g. the requirement to obtain advance approval to use PLT or other leave of absence policies. Overtime must be approved in advance by the supervisor.
11. The telecommuter agrees to make regular dependent care arrangements during telecommuting periods.
12. The telecommuter will implement the steps for good information security in the home-office and will check with his/her supervisor when security matters become an issue.
13. The department head retains the right to modify the agreement for any business-related reason or as a result of an employee request.
14. The telecommuter understands that he or she is responsible for tax and insurance consequences, if any, of this arrangement and for conforming to any local zoning regulations.

I have read this Telecommuting Agreement and agree to its terms and conditions.

Telecommuter's Signature

Date

Approvals:

Supervisor's Signature

Date

Department Manager's Signature

Date

Academic and Administrative Leadership Group Member

Date

Please send a fully signed copy of the Agreement to the Human Resources Department, AQU 217.