

## Your Company/Employee Telework Agreement



The Company/Employee Telework Agreement clearly details the teleworking arrangement. The following are specific items you might include in yours:

- Specific remote work location (include address of employee residence, telework center, or satellite office)
- Work phone number
- Work fax number
- Description of work space at remote location
- Telecommuting schedule
  - a. On a weekly basis as follows:
  - b. On a monthly basis as follows:
  - c. No regular schedule (separate permission for telework day)
- Regular telework work hours: From \_\_\_\_\_ to \_\_\_\_\_
- Meal breaks/other breaks:

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- Description of the activities and functions to be completed by teleworker
  - Frequency of communication with company (i.e., check voice mail, e-mail, etc.)
  - Productivity requirements or expectations (if applicable)
  - Company assets to be used at remote work location (description, ID number, and value)
  - Company information systems to be accessed from remote work location (list)
  - Non-company services, equipment, software, and data to be used at remote work location (list)
  - Equipment services to be provided by the teleworker
  - Security measures to be used by teleworker and expectations (virus protection and frequency of program updates, use of personal firewalls for computer, shredding company documents, etc.)
  - Expectations of childcare for infants or young children during work hours

- Obligation to comply with company rules, policies and procedures while teleworking
- Employee and supervisor signatures and date