

TELECOMMUTING AGREEMENT FORM

This agreement between Messiah College and _____(EMPLOYEE) specifies the conditions applicable to an arrangement for performing work at an alternate work site on a regular basis. The agreement begins on _____(DATE) and continues until _____(DATE or INDEFINITELY). It can be terminated with _____ (X DAYS) written notice by either party.

1. Days and hours when the employee is normally expected to be in the department are _____ (SPECIFY DAYS AND HOURS).
2. The alternate work site is _____ (SPECIFY LOCATION). Days and hours when the employee will normally work at this alternate work site are _____ (SPECIFY DAYS AND HOURS). For hourly employees: The employee agrees that he/she will not work more than 40 hours in a given week absent written or electronic permission from the supervisor.
3. Duties and assignments authorized to be performed at this alternate work site are _____ (SPECIFY DUTIES). The supervisor has the right to assign work as necessary at any work site.
4. Recognizing that effective communication is essential for this agreement to be successful, the following methods and times of communicating are agreed upon:

[SPECIFY: Who, when, how often, during what time frames, how (phone, fax, pager, face-to-face, e-mail etc.)]
5. The employee agrees to remain accessible during designated work hours and understands that management retains the right to modify this agreement on a temporary basis and as a result of business necessity.
6. Regarding materials, supplies, and set-up, the following is agreed upon:

(SPECIFY: Provision of supplies, reimbursement of telephone calls, etc.)
7. The employee agrees to maintain a safe and secure work environment and agrees to allow the College access to assess safety and security, upon reasonable notice.
8. The employee agrees to report work-related injuries to the supervisor at the earliest reasonable opportunity. The employee agrees to hold the College harmless for injury to others at the alternate work site.
9. The employee agrees to use the College's property (equipment, records, materials, supplies, etc.) for the purposes of College business only and to protect them against unauthorized or accidental access, use, modification, destruction or disclosure. The employee agrees to report to the supervisor instances of loss, damage, and or unauthorized access at the earliest reasonable opportunity.
10. The employee understands that all equipment, records, materials and supplies provided by the College shall remain the property of the College and must be returned to the College within _____(X DAYS) of termination of this agreement.
11. The employee understands that he/she is responsible for any tax consequences, if any, of this arrangement and for conformance to any local zoning regulations.
12. The employee understands that all obligations, responsibilities, terms and conditions of employment with the College remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.

I hereby affirm by my signature that I have read and understand the College's Telecommuting Guidelines and this Telecommuting Agreement, and agree to all provisions of these documents.

I understand that telecommuting is voluntary (unless specifically stated as a condition of employment) and that the College may at any time change any or all of the conditions under which I am permitted to telecommute, or withdraw permission to telecommute. I understand that, if the arrangement is discontinued, I might be considered for other positions within the College that may be available and for which I am qualified. I also understand that, if no suitable alternative position exists, the College might terminate my employment.

Employee _____

Date _____

Manager _____

Date _____

Vice President/Provost _____

Date _____

Human Resources _____

Date _____