

Telecommuting Plan

Employee Name:		
Supervisor Name:		
Job Title:		
Department:		
FLSA Status:	_____ Exempt	_____ Nonexempt

This telecommuting plan will begin on _____.

If terminating a telecommuting plan, what is the reason for termination? _____

Date of termination: _____

If this is a temporary informal telecommuting plan, list the start and end date of the plan.

Start date: _____ End date: _____

Work location: _____

Employee schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Work Location							
Work Hours							

The employee agrees to the following conditions:

The employee will remain accessible and productive during scheduled work hours.

Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

Nonexempt employees will obtain supervisor approval prior to any work not previously agreed to.

The employee will report to the employer's work location as necessary upon directive from his or her supervisor.

The employee will communicate regularly with their supervisor, which includes a weekly written report of activities.

The employee will comply with all Library rules, policies, practices and instructions that would apply if the employee were working at the Library.

Telecommuting Plan

The employee will maintain satisfactory performance standards.

The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care.

The employee will maintain a safe and secure work environment at all times.

The employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security, if necessary, and upon reasonable notice by the library.

The employee will report work-related injuries to his or her manager as soon as practicable.

The Library will provide the following equipment: _____

The employee will provide the following equipment: _____

The employee agrees that Library equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on Library equipment. The employee understands that all tools and resources provided by the Library shall remain the property of the Library at all times.

The employee agrees to protect Library tools and resources from theft or damage and to report theft or damage to their supervisor immediately.

The employee agrees to comply with the Library's policies and expectations regarding information security. The employee will be expected to ensure the protection of Library and patron information accessible from their home.

The employee understands that all terms and conditions of employment with the library remain unchanged, except those specifically addressed in this plan. The employee further understands that this plan does not create an employment contract.

The employee understands that library administration retains the right to modify or terminate this plan on a temporary or permanent basis for any reason at any time.

The employee agrees to return all library property, equipment, and documents within five days of termination of employment. Final payment to the employee may be delayed until all library items are returned.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Human resources signature: _____ Date: _____