



TELEWORKING AGREEMENT

This is an agreement between _____ (“Employee”) and Edison State Community College (“College”) to establish the parameters of a teleworking agreement.

1. The established teleworking schedule is as follows:

M: _____ T: _____ W: _____ TH: _____ F: _____

2. This teleworking arrangement will begin on: _____ and continue until: _____, or

Until ended by written notice by either the Employee or the Supervisor or the College.

3. The alternative work site address is: Click or tap here to enter text.

4. Duties and assignments listed in the employee’s job description are authorized to be performed at the alternate worksite with the following exceptions:

Click or tap here to enter text.

5. The following methods and frequency of communication are agreed to:

Click or tap here to enter text.

6. Other relevant details not covered specifically in this Agreement:

Click or tap here to enter text.

Telework Agreement (continued...)

This is not a contract of employment between Edison State Community College (“College”) and the Employee, and this does not provide any express or inherent rights to continued employment. This Agreement does not alter or supersede the term of the existing employment relationship.

I have read and understand the Teleworking Policy 3358-3-20 & Teleworking Guidelines and I agree to the duties, obligations, responsibilities and conditions described.

I understand and agree that effective communication and satisfactory completion of stated duties and assignments are keys to successful teleworking. I further agree that, among other things, I am responsible for furnishing and maintaining my remote worksite in a safe and professional manner; employing appropriate information protection and security measures; and complying with all other policies and guidelines of the College.

I understand that the College may pursue recovery for any College property that is deliberately or negligently damaged or destroyed while in my custody. I shall promptly return all College equipment and data when requested by my supervisor and agree to follow all software licensing provisions agreed to by the College. I certify that equipment utilized for teleworking meets the College’s security standards. I understand that College data that resides on my workstation is owned by the College and subject to existing laws and policies governing the College.

I agree to notify my supervisor promptly when I am unable to perform work assignments due to equipment failure, illness, or other circumstances. I agree that travel between the alternative work location and the regular work location shall not be reimbursed. I also agree that teleworking is not a substitute for childcare or care for a family member and that other arrangements are necessary for care of dependents or family members that are present in the alternative work location.

I understand that teleworking is a privilege that requires the approval of my supervisor, and the College, which may be withdrawn or modified at such time as the supervisor or College deems appropriate, and that any modifications to this arrangement must be set forth in writing. I also understand that, except when established for emergency situations, I may end this teleworking arrangement upon written notice to my supervisor.

FOR THE COLLEGE:

Employee Signature

Supervisor Signature

Date

Date