

TELECOMMUTING POLICY

While [insert company name] (“the Company”) does not currently have a telecommuting policy in place, we are granting short term permission to you to telecommute due to extenuating circumstances. This is a voluntary option; unless mandated, you can elect to continue working in office. This telecommuting arrangement will begin on _____ and shall remain in effect until _____. This time frame may be extended or reduced if circumstances require such a change. It is understood that this is a short-term telecommuting arrangement and the Company reserves the right to terminate the telecommuting arrangement at any time.

Expectations

Your work performance will be measured by your output, results, and previously established performance measures or Key Performance Indicators (KPIs) which should be equivalent to the performance output generated when working in office. Work should be prioritized by identifying those results that are most crucial and those that can be deferred; and analyzing how objectives support work group goals. You will be expected to maintain the same work schedule, days and work hours making sure you are available and accessible to your customer, team members and supervisor during normal business days and hours, regardless of work location.

Work Area & Safety

Your work area should be setup and located in an area that is free of distractions and other family members, guests or friends. Work hours are not to be used to watch children, perform household tasks, socialize, rest, or engage in other personal pursuits while working on paid time. You agree to use Paid Time Off (PTO), vacation or time off without pay for all personal activities. You are responsible to take any precautions necessary to secure privileged information in the home and to prevent unauthorized access to any Company system from the home, as well as to abide by all applicable safety and health regulations to ensure your working environment is safe. The remote workspace is considered an extension of the company workplace, and the designated space should be maintained in a safe condition and free from hazards to people and equipment. Additionally, the employee must follow all work-related injury, accident reporting and safety practices and policies. Failure on the employee’s part to practice safe workspace practice may result in denial of workers’ compensation should the employee sustain a work-related injury. The employee remains liable for injuries to third persons and/or family members that occur on personal premises and properties.

Company Equipment

Any equipment that the Company provides to an employee as part of a telecommuting arrangement shall remain the property of the Company, and the Company will maintain that equipment. This equipment must be used for business purposes only. Personal information and data should not be stored on Company equipment and conversely Company information should not be stored on personal equipment, computers, mobile devices or storage devices. Depending on the circumstances, the employee may be responsible for any theft, damage, or

loss of property belonging to the Company. Continue to follow all Company policies regarding computer use and not uploading of unauthorized software.

The following is a list of the Company equipment you will be permitted to take with you to use while telecommuting. It is expected that all equipment will be returned to the Company site at the completion of the telecommuting arrangement. The organization will not be liable for your costs, including, but not limited to, any investment in furniture or equipment for the designated workspace. Any cost covered by Company must have advanced approval.

___ Computer ___ Power supply ___ Mouse ___ Cell phone

___ Printer ___ Keyboard ___ Monitor ___ Headset

___ Other: _____

Non-Exempt Hours Tracking

Non-exempt telecommuting employees are still held to the hours tracking and overtime requirements of the Fair Labor Standards Act, and therefore must accurately record all work time in a timely manner, as a condition of continued participation in the telecommuting program. Your supervisor must approve, in advance, any hours worked in excess of those specified per day and per week, in accordance with local, state and federal requirements.

At Will Employer

This telecommuting arrangement does not change the basic terms and conditions of employment with the Company. Any telecommuting arrangement, unless specifically stating otherwise in writing, does not alter or modify the at-will employment relationship between the telecommuter and the Company. The Company reserves the right to change or revoke this telecommuting agreement at any time with or without notice at the Company's discretion.

By signing below, you agree to everything covered in this telecommuting agreement.

EMPLOYEE NAME (PRINTED)

DATE

EMPLOYEE SIGNATURE

MANAGER/SUPERVISOR/HR SIGNATURE