**Temporary Telecommuting Policy**

[Company] may allow exempt employees to telecommute (i.e., work remotely or work from home) as a measure intended to minimize the spread of COVID-19.

All requests to telecommute must be in writing and submitted to [point of contact]. All telecommuting arrangements must be approved in advance by [Company]. Permission to telecommute is at [Company’s] discretion and can be withdrawn at any time. Employees permitted to telecommute will be required to sign a written Temporary Telecommuting Agreement that, among other things, describes the agreed-upon hours of work, communications with the Employee’s supervisor, when (if at all) Employee will be required to report to [Company’s] offices, equipment issued to Employee, and the security of any [Company] equipment issued to Employee. In addition, employees permitted to telecommute must continue to abide by all employment policies, including those found in the [Company] Employee Handbook. Failure to follow the Temporary Telecommuting Agreement or these policies may result in discipline (up to and including the termination of employment) and/or the termination of the telecommuting arrangement.

This policy does not apply to requests for reasonable accommodation or occasional work from home arrangements such as in instances of inclement weather. Employees requesting to telecommute as a reasonable accommodation should follow [Company] procedures on requests for reasonable accommodation.

If you have any questions regarding this policy or if you have questions about telecommuting that this policy does not address, please contact [point of contact].

**Temporary Telecommuting Agreement**

**I. General Work Arrangement**

1. This Temporary Telecommuting Agreement (“Agreement”) is made by and between [Company] (“Company”) and [Employee Name] (“Employee”) effective [date] to establish the terms and conditions for temporarily performing work at an alternate work site.

2. Employee understands that this Agreement permits Employee to work remotely as a temporary measure only, and will be reviewed continuously during the period in which [Company] encourages social distancing as a measure intended to minimize the spread COVID-19. Accordingly, [Company] may alter this schedule or end this Agreement at any time.

3. Employee understands and agrees to the following conditions:

1. Employee’s remote work schedule is [Specify days and hours.]
2. Employee’s regular remote work site location is [location, e.g. Employee’s primary residence].
3. Employee’s regular remote work phone number is [Employee’s phone number].

4. While working remotely, Employee agrees to:

1. remain accessible during the remote work schedule;
2. check in with Employee’s supervisor to discuss status and open issues;
3. be available for video/teleconferences, scheduled on an as-needed basis;
4. be available to physically attend scheduled work meetings as requested or required by [Company];
5. request supervisor approval in advance of working any overtime hours (if employee is nonexempt);
6. take rest and meal breaks while working remotely in full compliance with all applicable policies or collective bargaining agreements; and
7. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee’s regular work location.

5. Job responsibilities, standards of performance, and [Company] policies remain in effect under this Agreement and [Company] reserves the right to assign work as necessary.

**II. Safety & Equipment; Information Security**

1. Employee agrees to maintain a safe and secure work environment and to report work related injuries to Employee’s supervisor at the earliest reasonable opportunity. Employee agrees to hold [Company] harmless for injury to others at the alternate work site.

2. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telecommute location, and shall not be reimbursed by [Company] for these or related expenses. Employee agrees to protect [Company]-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. Further, Employee understands that all equipment, records, and materials provided by [Company] shall remain the property of [Company].

3. Employee understands and agrees that Employee’s personal vehicle may not be used for [Company] business unless specifically authorized in writing by [Company] in advance of such use.

4. With reasonable notice and at a mutually agreed upon time, [Company] may make on-site visits to Employee’s remote work location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of [Company] property, and to maintain, repair, inspect, or retrieve [Company] property.

**By signing this Agreement, Employee acknowledges that Employee has read this Temporary Telecommuting Agreement and understands and agrees to all of its provisions.**

**[NAME OF EMPLOYEE]**

By:

Printed Name:

Date:

**[NAME OF COMPANY]**

By:

Printed Name:

Title:

Date: