

Town of Clarkdale Telework Plan and Agreement Form

This document is intended to ensure that both the supervisor and the employee have a clear, shared understanding of the employee's telework arrangement. Each telework arrangement is unique depending on the needs of the position, the supervisor, and the employee. Modify this worksheet as necessary.

Unless otherwise specified in this document either the employee or the employer may end a voluntary telework arrangement at any time.

Employee Telework Information

Employee:	
Job Title:	
Department:	
Supervisor:	
Type of telework arrangement:	Voluntary
Telework arrangement effective dates: <i>Leave the end date blank if not applicable.</i>	—

Location of Telework

Address:	
Contact Phone:	

Job Duties

The general expectation for a telework arrangement is that the employee will continue to effectively accomplish his or her regular job duties, regardless of work location. If there are telework-specific job duties and/or expectations, specify them in the box below, or enter NA.

Telework-specific job duties and/or expectations:	
Additional conditions agreed upon by the telecommuting employee and the supervisor are as follows:	

Work Schedule

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
In-Office Hours	to	to	to	to	to	to	to
Telework Hours	to	to	to	to	to	to	to
Employee agrees to call the office to obtain messages at least _____ times a day while working at home.							
Scheduling Notes:							

Equipment and technology access

Specify any equipment or technology access the employee will need to telework and whether it will be employee or employer provided. Review all policies on the use of Town of Clarkdale owned equipment.

Equipment to be provided by the employee (phone, printer):	
IT/system requirements (VPN, Remote Desktop):	
Equipment to be provided by the Town: Include identifying description and serial numbers for all Town equipment that the employee is expected/allowed to remove from property to facilitate this agreement (laptop, cell phone, vehicle)	

Additional details

Add any other information applicable to this arrangement:	
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This Agreement is subject to cancellation by the Town, the employee, supervisor or Department Head at any time.

I have read and understand the Town of Clarkdale's Telework Policy, and agree to the duties, obligations, responsibilities and conditions for teleworkers described in that document. I agree to abide by all teleworking policies and procedures while working for the Town remotely from home or off-site. I also understand if I violate the rules explained herein, I may face legal or disciplinary action according to applicable laws and Town of Clarkdale Personnel Policy Handbook.

I agree that, among other things, I am responsible for establishing specific teleworking work hours, furnishing and maintaining my remote workspace in a safe manner, employing appropriate security measures and protecting Town assets, information and systems. I agree to accurately record all hours worked on my timesheet. I agree that I will not perform any work during non-work time periods without prior supervisor approval. I agree that I will not work overtime without prior supervisor approval. I agree that when conditions warrant working at a location other than home (or the worksite listed above) on the teleworking day, my supervisor will be notified and consulted with. I acknowledge and understand the conditions of liability and worker's compensation coverage described in the policy.

I understand that teleworking is voluntary, and I may stop teleworking at any time. I also understand that the Town may at any time change any or all of the conditions under which I am permitted to telework or withdraw permission to participate in the program.

Employee Signature

Date

Supervisor Signature

Date

Department Head Signature

Date

Human Resources Signature

Date

Town Manager Signature

Date