**Sample Telework Agreement**

Name of TELEWORKER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***The parties, intending to be legally bound, agree as follows:***

|  |  |
| --- | --- |
| **The TELEWORKER agrees to telework at the following location** | Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **The TELEWORKER will telework \_\_\_\_\_\_ day(s):** | Specific day(s), if identified ahead of time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **The TELEWORKER’s hours will be** | Teleworking hours are from \_\_\_\_\_\_\_\_\_ AM to \_\_\_\_\_\_\_\_\_ PM |
| **The following are the types of assignments to be worked on by the TELEWORKER at the remote location:** | Assignments: |
| **The following equipment will be used by the TELEWORKER at the remote location:** | Equipment: |
| **The TELEWORKER agrees to check voicemail at least** | \_\_\_\_\_\_\_\_\_\_ times per day |
| **TELEWORKER agrees to check and respond to email messages no later than** | \_\_\_\_\_\_\_\_\_\_ hours after receipt of the communication day |
| **Additional conditions agreed upon by the supervisor and TELEWORKER are as follows** | Additional conditions: |

**Signature**

We have read and understand this agreement and accept its conditions. We have reviewed the Telework Agreement prior to the employee’s participation in EMPLOYER’s teleworking program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Name Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee Name (TELEWORKER) Signature Date