

Idaho State University
Telecommuting Work Agreement

The approved Telecommuting Application and completed Alternate Worksite Safety Checklist must be attached to this agreement. All capitalized terms are defined in ISUPP # 3120 Telecommuting.

This Telecommuting Work Agreement (Agreement) specifies the conditions applicable to an arrangement for performing work at an Alternate Work Location on an occasional, short-term, or long-term basis. This Agreement is by and between Idaho State University (ISU), and _____, (Employee). This Agreement begins on _____ (date) and continues until _____ (date). If this is an occasional or long-term arrangement, it must be review and renewed annually during evaluation time. It can be withdrawn with a fifteen (15) calendar day written notice by either party, or it can be withdrawn immediately due to infractions of rules, policies, practices, standards or procedures deemed detrimental to ISU or the State of Idaho.

1. **Specify days and hours** the employee is normally expected to be present at the Central Workplace:

2. Specify the Alternate Work Location: _____.
Specify days and hours when the employee will normally work at this location:

3. Changes to the work schedule or additional hours involving overtime at any work site must be approved in advance by the supervisor.

4. Vacation, sick leave, medical appointment or overtime shall be requested and approved by the supervisor using the following manner: _____.

5. Attach a sheet listing the duties and assignments authorized to be performed at this Alternate Work Location. PLEASE NOTE: The supervisor reserves the right to assign work as necessary at any work site.

6. Recognizing that effective communication is essential for this arrangement to be successful, the following methods and times of communicating are agreed upon:

A. Who is to be contacted, including backup or emergency contacts?

B. When will regular communication take place?

C. Method of communication: phone, fax, email, face-to-face, etc.

7. The employee agrees to remain accessible during designated work hours, and understands that management retains the right to modify this agreement on a temporary basis as a result of business necessity.

8. Regarding space and equipment purchases, set-up, maintenance, and required data security procedures, the following is agreed upon:

9. The employee agrees to maintain a safe and secure work environment, and agrees to allow ISU access the work environment to assess safety and security as needed.

10. The employee agrees to report work-related injuries to the supervisor at the earliest reasonable opportunity. The employee agrees to hold ISU, the State of Idaho, its State Board of Education, and their respective employees, agents, and representatives harmless for damages to real or personal property or injury to others at the Alternate Work Location as a result of participating in the telecommuting program.

11. The employee agrees to use ISU's records and materials for purposes of ISU business only, and to protect them against unauthorized or accidental access, use, modification, duplication, destruction, or disclosure and to return records in their original condition within specified timeframes. The employee agrees to report to the supervisor instances of loss, damage, or unauthorized access at the earliest reasonable opportunity.

12. The employee understands that all records and materials provided by ISU shall remain the property of ISU.

13. The employee understands that she/he is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

14. The employee understands that all obligations, responsibilities, terms and conditions of employment with ISU remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.

15. The employee will ensure compliance with all state and agency rules, policies, practices, standards and procedures related to ISU.

16. The employee may be required to log work activities. The employee agrees to turn in his/her log of work activities and any supporting documentation, as determined by their supervisor.

17. Upon termination of this agreement, all equipment, records, materials, and supplies are to be returned in good condition to ISU within five (5) working days.

18. The employee understands that due to infractions of rules, policies, practices, standards or procedures deemed detrimental to ISU or the State of Idaho, this Agreement may be immediately terminated by ISU.

19. The employee affirms that he/she has read and understands this Telecommuting Agreement and ISU's Telecommuting Policy ISUPP #3120 and agrees to all of its provisions.

AGREED:

Employee Signature

Date

Supervisor Signature

Date

UBO Signature

Date

Dean/Director Signature

Date

Vice President Signature

Date