



**THE DEPARTMENT OF FINANCIAL SERVICES**

*Division of Administration – Bureau of Human Resource Management*

**TELEWORK AGREEMENT**

<b>Employee Name:</b>		<b>Position Number:</b>	
<b>Position Title:</b>		<b>Division:</b>	
<b>Current Office County:</b>		<b>Telework Location (home address):</b>	
<b>Telework Location County (home county):</b>		<b>Percentage of Telework Weekly:</b>	(5 days = 100%, 4 days = 80%, 3 days = 60%, 2 days = 40%, 1 day = 20%)
<b>Beginning Date:</b>		<b>End Date:</b>	

**Employee’s Work Schedule and Worksite**

<b>Day</b>	<b>From (Hour)</b>	<b>To (Hour)</b>	<b>Lunch (Minutes)*</b>	<b>Location</b> O = Office T = Teleworking S = Day Split Between Office and Telework
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

**Telework Work Plan**

Describe how supervision will be provided:



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Describe how work products and output will be reviewed and monitored:

Describe how attendance and leave will be tracked:

Describe how this arrangement benefits the agency:

**Acknowledgements**

1. During this Agreement, the Teleworker may be required as needed, to work at the official worksite, upon reasonable notice.
2. Employee's performance and productivity will be monitored using all resources available to the Department.
3. Secondary employment cannot be performed during work hours or using state resources (unless the use of state resources is expressly permitted by Division or Department policy; *e.g.*, limited use of law enforcement equipment in approved secondary employment).
4. Telework is not to be utilized while providing care for others at home or conducting other non-Department work activities.
5. The Employee agrees to work at the approved Telework Work Location specified herein, and not from any unapproved site, except as performed in the course of authorized travel for official business or field work.
6. Employee must seek approval at least 30 days in advance and complete a revised Telework Agreement, if Employee intends to Telework in a different location other than the Telework Location listed on this Telework Agreement. If approval is granted, Employee must complete a revised Telework Agreement. Any other modifications to the Telework Agreement should be made in writing by completing and submitting a revised Telework Agreement to the Bureau of Human Resource Management.



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7. The Employee agrees that he or she will not conduct in-person state business at the Telework Work Location.
8. The Employee agrees to attend all required meetings and training programs at locations designated by the Department, where physical in-person attendance is required.
9. The terms of the Telework Agreement may impact Employee benefits such as Competitive Area Differential, or insurance benefits. For questions related to benefits, please call the People First Service Center: (866) 663-4735.
10. The Employee understands that there may be tax implications associated with Telework, and will be responsible for seeking tax advice, if applicable.
11. The Department will not be responsible for operating costs, personal internet service, home maintenance, or any other incidental costs (e.g., insurance, utilities) associated with the use of the Employee's property or residence as his or her Telework Work Location.
12. All Department AP&Ps apply while teleworking.

Signatures:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Division Director: \_\_\_\_\_ Date: \_\_\_\_\_

HR Bureau Chief: \_\_\_\_\_ Date: \_\_\_\_\_