Appendix E

SAMPLE TELECOMMUTING AGREEMENT

The following document will serve as an agreement between ____________ (the employee) and ____________ (the manager) at ___________________________ (the company) in regard to a telecommuting work arrangement - including work schedule, equipment used, and other details - that will begin the week of ________________ (the date) and end on (if applicable) ________________ (the date).

1. The employee plans to work off-site at ___________________________ (location).

2. The employee plans to work off-site according to the following schedule:
   ___________________________ (days, hours, weeks, months).

3. The employee requires the use of the following equipment in order to do the work satisfactorily ___________________________

   ___________________________

   ___________________________

4. When working off-site, the employee will keep in touch with his or her supervisor and colleagues at the office in the following ways ___________________________

   ___________________________

   ___________________________

5. The employee will focus on the following work tasks when working from home

   ___________________________

   ___________________________
6. If the employee requires an additional telephone line, the monthly connection costs, long-distance charges, plus any special services (call waiting, call forwarding, voicemail etc.) will be paid for by ________________________________

______________________________

7. The supervisor will determine the employee’s progress on work completed at home through

______________________________

8. The employee will participate in meetings and conferences held in the office in his or her absence through (teleconferencing, videoconferencing, the receipt of minutes, etc.)

______________________________

9. The employee and supervisor will meet ________________________________

______________________________ (how often) to monitor the telecommuting arrangement.

10. The employee will set in place the following security measures to secure all proprietary information and documents that are brought home ________________________________

______________________________

11. Other stipulations of this telecommuting work arrangement ________________________________

______________________________

I agree to the conditions set forth in this agreement.

______________________________ ________________________________
Employee             Supervisor
______________________________ ________________________________
Date                  Date

Please note: This is a sample Telecommuting Agreement and is not comprehensive. Management is advised to seek legal advice and adapt the form to their requirements.