

# 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.*