

## SAMPLE TELECOMMUTING AGREEMENT

---

Employees allowed to telecommute from home or off-site, for some or all of their employment, remain subject to the terms and conditions of employment set forth in the employee handbook and elsewhere. In addition to their existing obligations and responsibilities, telecommuters agree to the following:

1. Maintain a regular work schedule and an accurate accounting of what you work on.
2. If you are nonexempt, do not work overtime without discussing with and getting authorization from your manager or supervisor.
3. Comply with all safety regulations that apply to an office. That means having a safe work environment free of clutter, exposed wiring, slippery surfaces, and other potential hazards. You should have a smoke detector, fire extinguisher, unobstructed exits, proper ventilation, and other basic safety precautions. The Company may inspect the employee's workplace before telecommuting begins to ensure the designated off-site workplace is safe, ergonomically suitable, and free from hazards.
4. Understand that the policies and procedures relating to legal compliance, safety, and ethics obligations remain in full force and effect while off-site.
5. Be responsible for any Company equipment used off-site. You may be responsible for the cost of repair or replacement of any equipment if not used or handled according to Company policy. The Company is not responsible for personal equipment used without express written authorization from the Company.
6. Maintain your work files in a safe and secure environment. Any confidential materials, trade secrets, or proprietary information should be securely maintained and appropriately discarded.
7. Understand that any injuries that have occurred at home or off-site are covered by the Company's workers' compensation insurance coverage. The reporting requirements for a telecommuter regarding a workplace injury are the same as if the employee worked on Company premises.
8. Maintain a work environment that is free from distractions. This includes having proper day care assistance.
9. Understand that telecommuting can cause income tax consequences. It is your obligation to understand how your taxes will be affected.
10. Understand that there may be zoning laws in your area regarding home-based offices. You agree to comply with any local licensing requirements.

11. Understand that you are expected not to conduct child care, elder care, or similar duties during work hours.
12. You are expected to have appropriate homeowner's or renter's liability insurance for your home office, to furnish proof of such insurance on request, and to notify the Company of any change in said insurance.
13. You are a representative of this Company whether at a Company location or off-site and are expected to represent the Company appropriately.
14. The term of this agreement is from \_\_\_\_\_ to \_\_\_\_\_. Understand this does not alter the at-will nature of your employment and that the Company may alter this agreement at any time.

My telecommuting location will be \_\_\_\_\_. If I intend to work at a different location, I will notify my supervisor and request permission to do so.

I understand and agree to all terms in this agreement.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name