

Short-Term Telecommuting Agreement while on leave

Employee Information

Name: _____

Job title: _____

Department/Work Location: _____

Supervisor: _____

This temporary telecommuting agreement will begin and end on the following dates:

Start date: _____ End date: _____

Temporary work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

1. The employee will remain accessible and productive during scheduled work hours.
2. Classified employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices. A telework log will be provided for as part of the leave portal
3. Nonexempt employees will obtain supervisor approval via e-mail prior to working unscheduled overtime hours.
4. The employee will communicate regularly with his or her supervisor and co-workers as needed.
5. The employee will comply with all CMCSS policies, practices and instructions that would apply if the employee was working at his/her usual CMCSS work location.
6. The employee will maintain satisfactory performance standards.
7. The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In a public health emergency, employees with caregiving responsibilities which could impact job duties should contact the Chief Human Resources Officer for discussion and guidance.
8. The employee will maintain a safe and secure work environment at all times.
9. The employee will allow the employer to have access to the telecommuting location for purposes of assessing policy violations in regards to inappropriate use or risk assessment of CMCSS technology equipment.
10. The employee will report work-related injuries to his or her manager as soon as practicable.
11. The employee agrees that CMCSS equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on CMCSS equipment. The employee understands that all tools and resources provided by CMCSS shall remain the property of CMCSS at all times.
12. The employee agrees to protect CMCSS tools and resources from theft or damage and to report theft or damage to his or her manager immediately.

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13. The employee agrees to comply with CMCSS policies and expectations regarding information security. The employee will be expected to ensure the protection of employees, students, and vendors information accessible from their telework offices.
14. The employee understands that all terms and conditions of employment with the CMCSS remain unchanged, except those specifically addressed in this agreement.
15. The employee understands that CMCSS retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

Cc: Personnel File