

Telecommuting Agreement

Employees should complete this form and provide it to their supervisor or to Human Resources. By signing this Agreement, the employee certifies that he or she has reviewed, understands and agrees to abide by the Telecommuting Policy and Dallas County's Employee Handbook. Work hours, compensation, benefits, use of sick time and other time off will conform to Dallas County's policies and procedures.

Employee Information

Name:	
Job Title:	FLSA Status: Exempt Nonexempt
Direct Supervisor:	Telephone:
Department Head:	Telephone:

Telecommuting Work Site

Street Address:		
City:	State:	Zip:
Work Phone:	Email:	
Cell Phone:	Fax:	
Description of specific workspace and location:		

Work Schedule and Hours

Telecommuting Work Schedule

Begin Date: _____

End Date: _____

Telecommuting Agreement

Provide regular telecommuting work hours and location(s) agreed to:

Monday: _____ to _____ Location: _____

Tuesday: _____ to _____ Location: _____

Wednesday: _____ to _____ Location: _____

Thursday: _____ to _____ Location: _____

Friday: _____ to _____ Location: _____

Saturday: _____ to _____ Location: _____

Sunday: _____ to _____ Location: _____

Nonexempt employees must comply with all recordkeeping requirements and must accurately record and timely report all working time as a condition of continued participation in the telecommuting program. Nonexempt employees must also take meal and rest periods as required by law and Dallas County's policies. An employee is not exempt from the meal period, rest period or recordkeeping rules solely because the employee is permitted to telecommute. Supervisors must approve, in advance, any hours worked in excess of those specified per day and per work week, in accordance with local, state and federal requirements. Thereafter, supervisors must maintain a record of actual hours worked.

Describe any variation from the regular work hours documented above:

Equipment

Dallas County property that will be utilized at the telecommuting location	Employee-owned equipment that will be utilized at the telecommuting location

With a minimum of 24 hours' notice, Dallas County may make on-site visits to the telecommuting location to determine if the work site is safe and free from hazards, and to maintain, repair, inspect or retrieve equipment, software, data and supplies owned by Dallas County. This requirement is waived during a period of Declared Local Disaster, and will be conducted as soon as practical after the local disaster has ended. Telecommuting Agreements approved during a declared local disaster are presumed to be terminated at the conclusion of the declared local disaster. Upon termination of the Telecommuting Arrangement, the employee must return Dallas County equipment in the same condition in which it was originally received,

Telecommuting Agreement

minus normal wear and tear. The employee is personally responsible for missing or damaged equipment.

Work Plan

The employee must apply him or herself to assigned work during designated work hours while telecommuting and will not engage in activities that are not work-related. The employee is responsible for maintaining the same levels of production as if the employee were at the central work location. Consequently, the purpose of this section is to demonstrate how the employee will continue to meet the responsibilities of his or her position when working away from the office. Please attach a brief memorandum, which addresses the following topics:

- (a) Work assignments the employee will perform; (b) the manner in which the employee will communicate with his or her supervisor and others while telecommuting; (c) the frequency with which the employee will meet with his or her supervisor and team; and the (d) manner in which the employee's work will be reviewed.

Tax and Legal Implications

Tax implications of telecommuting are the responsibility of the employee. Dallas County encourages employees to consult a tax professional [especially if the business of telecommuting involves more than one state, or a state other than Dallas County's primary state of operation.

Termination of the Telecommuting Agreement Dallas County reserves the right to terminate this Telecommuting Agreement at any time for any reason. Although efforts will be made to provide reasonable notice of termination to accommodate personal commitments, such as childcare and commuting requirements, there may be instances when notice is not possible. Requests to terminate this Telecommuting Agreement by the employee will be considered by the supervisor. This Telecommuting Agreement must be renewed annually. This Telecommuting Agreement does not alter the at-will nature of employment and does not provide any contractual rights to continued employment.

Employee:

I agree to this Telecommuting Agreement. In addition, I have reviewed and will abide by all policies pertinent to telecommuting, including those related to the security and confidentiality of data, systems and equipment.

Name:

Signature: _____ Date: _____

Telecommuting Agreement

Supervisor:

I have reviewed and approved this Telecommuting Agreement.

Name:

Signature: _____ Date: _____

Reviewed by Human Resources:

I have reviewed and approved this Telecommuting Agreement.

Name:

Signature: _____ Date: _____