



Telecommuting Agreement

This is an agreement between _____ (“Employee”) and _____ (“Supervisor”) to establish the parameters of a telecommuting agreement.

1. Telecommuting is established on the following basis:

Regular (Temporary)

The established telecommuting days are:

Monday Tuesday Wednesday Thursday Friday

The established telecommuting hours are:

M: _____ T: _____ W: _____ Th: _____ F: _____

Occasional (Temporary)

Employee will provide _____ business days’ notice when telecommuting will be performed.

2. This telecommuting arrangement will begin on _____ and continue until: _____ or until ended by written notice by either the Employee, Supervisor and/or Division of Human Resources.

3. The alternative work site address is:

4. The Supervisor will furnish the following equipment / supplies, and they will be returned within _____ business days of the conclusion of this Agreement:

5. The duties and assignments that are authorized to be performed at the alternate worksite are:

6. The following methods and frequency of communication are agreed to:

7. Other relevant details not covered specifically in this Agreement:

Telecommuting Agreement Acknowledgement

This is not a contract of employment between Muscogee County School District ("district") and the Employee and this does not provide any express or inherent rights to continued employment. This Agreement does not alter or supersede the terms of the existing employment relationship.

I have read and understand the Telecommuting Policy and I agree to the duties, obligations, responsibilities and conditions described in the Policy.

I understand and agree that effective communication and satisfactory completion of stated duties and assignments are keys to successful telecommuting. I further agree that, among other things, I am responsible for furnishing and maintaining my remote worksite in a safe and professional manner; employing appropriate information protection and security measures; and complying with all other policies and guidelines of the district. I agree to provide access to my work site upon reasonable notice by any agent of the district to conduct inspections as may be deemed necessary.

I agree not to use any district equipment for private purposes, and not to allow family members or friends to access that equipment. I understand that the district may pursue recovery for any District property that is deliberately or negligently damaged or destroyed while in my custody. I shall promptly return all district equipment and data when requested by my supervisor, and agree to follow all software licensing provisions agreed to by the district. I certify that equipment utilized for telecommuting meets the district's telecommuting security standards. I understand that district data that resides on my workstation is owned by the district and subject to existing laws and policies governing the district.

I agree to notify my supervisor promptly when I am unable to perform work assignments due to equipment failure, illness, or other circumstances. I agree I will record my work hours and any paid time off usage as required. I agree that no business meetings will be held in the remote work location without specific approval of my supervisor. I agree that travel between the Alternate Work Location and the regular Work Location shall not be reimbursed.

I understand that telecommuting is a privilege that requires the approval of my supervisor and the Division of Human Resources, which may be withdrawn or modified at such time as the supervisor deems appropriate, and that any modifications to this arrangement must be set forth in writing. I also understand that except when established for emergency situations, I may end this telecommuting arrangement upon written notice to my supervisor and the Division of Human Resources.

Employee Signature

Supervisor Signature

Date

Date

Please submit a copy of this form to the Division of Human Resources:

2960 Macon Road, 2nd Floor

Columbus, GA 31906

leavespecialist@muscogee.k12.ga.us