



Telecommuting Agreement

The purpose of this Telecommuting Agreement (“Agreement”) is to specify work expectations each time an employee works at a remote workplace. The attached Telecommuting Policy and Procedure fully outlines the conditions applicable to an arrangement for performing work at a remote workplace and must be fully reviewed prior to submitting this Agreement to your supervisor.

Your total number of work hours are not expected to change during the Agreement, and if applicable, you will be responsible for providing your supervisor a copy of a complete log of your time spent telecommuting at the end of each pay period. Overtime is not permitted unless preapproved by your supervisor.

While telecommuting, you are bound by all applicable City of Rochelle personnel rules and regulations, as well as applicable City and State laws and regulations. Unless leave had been approved, only official duties may be performed, and employees must refrain from conducting personal business while telecommuting.

All normal policies associated with usage remain in place. If you are unable to work, you must request and be approved for leave. If you become sick while telecommuting and your illness prevents you from working, you may use sick leave. If you become sick but wish to work, you may continue to do so while telecommuting to the extent you are able.

This Agreement requires you to:

1. Be accessible via telephone, teleconferencing, and/or e-mail.
2. Regularly check voicemail and timely respond to messages and e-mails while telecommuting.
3. Maintain the security of confidential or sensitive information and protect department/office records from unauthorized disclosure.
4. Provide a log of time spent telecommuting at the end of each pay period for hourly non-exempt employees.
5. Hours of work may not exceed the normal work hours per workday listed below. Work time may occur during the employee’s normal work hours or anytime between 7:30 a.m. and 4:30 p.m., with the exception of salary exempt employees. Hourly non-exempt employees may not work outside their normal work hours or in excess of their normal work hours unless pre-approved by supervisor.
6. Follow all information as set forth in the Telecommuting Policy and Procedure of the COR Employee Handbook, Chapter 1, Section K.

Revocation of telecommuting privileges may occur at the sole discretion of the supervisor or City Manager if an employee fails to comply with the Telecommuting Policy and Procedure or this Agreement. Nothing in this Agreement precludes the department or office from taking any appropriate action, up to and including termination, against an employee for failing to comply with the provisions of the Telecommuting Policy and Procedure or this Agreement.

Employee’s Name	ID#	Employee’s Signature	Date
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Supervisor Approval Signature	Date
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City Manager Approval Signature	Date
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Please list day(s) of telecommute.
WORK SCHEDULE EFFECTIVE DATE(S): _____

Days of Week: _____

Normal Work Hours of Day: _____
 (Work Log provided each pay period)

Initial below to confirm that your contact information is up to date with Human Resources.

Initials