**##Office Name##**

**Temporary Telecommuting Agreement**

In response to the COVID-19 situation, ##INSTITUTION NAME## has temporarily suspended the normal formal agreement requirements for Telecommuting. The formal agreement is being temporarily replaced with an email exchange initiated by the supervisor to employee.

By responding to an email from the supervisor outlining the expectations associated with being granted approval to telecommute, the employee acknowledges understanding of the information outlined below. Additionally, the employee agrees to abide with all the expectations outlined below.

* Complete tasks outlined in the ##Office Name## Business Continuity plan, and any other responsibilities identified by the supervisor (supervisor includes Senior Management of the office).
* Understanding this is temporary.
* Work hours are flexible and do not necessarily need to be the traditional 8am – 5pm Monday through Friday. Note: The amount of time the employee is expected to work per pay period will not change due to participation in a telecommuting arrangement.
* Check email messages regularly and respond to messages on a timely basis.
* Maintain regular communication with supervisor.
* Non-exempt employees must report all hours worked each week, and only work overtime when authorized by the supervisor in writing.
* Follow all existing and applicable policies still in effect.
* The employee will follow university-approved data security procedures at the alternate work location to protect department or university records from unauthorized disclosure or damage, and will comply with the privacy requirements set forth in state law and the Department of Human Resource Management Policies and Procedures Manual.
* Employees are responsible for the security of all documents, data, and records in their possession and must immediately report suspicions of a breach to their supervisor.
* The employee must obtain supervisory approval before taking leave in accordance with established office procedures.
* The employee is covered by the appropriate provision of the Commonwealth Division of Risk Management Plan if injured while performing official duties during established work hours at the alternate work location. The supervisor will follow established procedures for reporting all accident and injury reports immediately following notification.
* The employee is still bound by other terms and conditions governing their employment and must continue to abide by applicable standards of conduct.