



TELEWORK AGREEMENT

This is an agreement between _____ (“Employee”) and _____
Rhodes State College (“College”) to establish the parameters of a telework agreement.

1. By signing the agreement, the College and Employee agree that all feasibility and eligibility requirements have been met.
2. The established schedule is as follows:

Monday	Telework Hours:	On Campus Hours:
Tuesday	Telework Hours:	On Campus Hours:
Wednesday	Telework Hours:	On Campus Hours:
Thursday	Telework Hours:	On Campus Hours:
Friday	Telework Hours:	On Campus Hours:

3. This telework term / duration arraignment will begin on:
and continue until: _____, or until ended by written notice by either the Employee or the Supervisor or the College. Original telework agreement can last up to a maximum of six months and needs to be re-evaluated and completed at that time. Beyond one year, supervisor can determine evaluation schedule.
4. The alternative work site location / address:
5. College equipment that has been identified for telework:
6. Duties and assignments listed in the employee’s job description are authorized to be performed at the alternate location:
7. How the supervisor will assess that the teleworker is meeting expectations:
8. The following methods and frequency of communication are agreed to:
9. Other relevant details not covered specifically in this Agreement:

TELEWORK AGREEMENT (continued...)

This is not a contract of employment between Rhodes State College (“College”) and the Employee and this does not provide any express or inherent rights to continued employment. This Agreement does not alter or supersede the term of the existing employment relationship.

I have read and understand the Telework Policy & Telework Procedure and I agree to the duties, obligations, responsibilities and conditions described.

I understand and agree that effective communication and satisfactory completion of stated duties and assignments are keys to successful telework. 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 College.

I understand that the College may pursue recovery for any College property that is deliberately or negligently damaged or destroyed while in my custody. I shall promptly return all College equipment and data when requested by my supervisor or upon termination from the College and agree to follow all software licensing provisions agreed to by the College. I certify that equipment utilized for teleworking meets the College’s security standards. I understand that College data that resides on my workstation is owned by the College and subject to existing laws and policies governing the College. I understand that if I do not return all College property within 14 days of termination, I authorize the College to withhold the value of any equipment not turned in from my final paycheck, to the extent that it complies with local, state and federal laws.

I agree to notify my supervisor promptly when I am unable to perform work assignments due to equipment failure, illness, or other circumstances and will submit the required leave of absence documentation. I agree that travel between the alternative work location and the regular work location shall not be reimbursed. I also agree that telework is not a substitute for childcare or care for a family member and that other arrangements are necessary for care of dependents or family members that are present in the alternative work location.

I will defend, hold harmless, and indemnify the College from any and all fines, penalties, expenses, or charges of any type imposed by any federal, state, or local authority for my failure to satisfy any of the provisions in this Agreement, including, but not limited to, any claims arising out of a breach of confidentiality of records.

I understand that telework is a privilege that requires the approval of my supervisor, and appropriate Cabinet member and Executive Director of Human Resources, which may be withdrawn or modified at such time as the supervisor or College 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 teleworking arrangement upon written notice to my supervisor.

Employee Signature

Date

Supervisor Signature

Date

Cabinet Signature

Date

Human Resources Signature

Date