



Telecommuting Agreement

Telecommuting is a voluntary agreement between the manager/supervisor and the telecommuter. This agreement begins on _____ and continues until _____, and must be renewed. It can be discontinued at any time by either party with _____ days notice and without adverse repercussions.

1. The telecommuter will telecommute to the following alternative worksite _____(Home).
2. In office days will be _____. Home office days will be _____. The telecommuter agrees to be available during the assigned business hours of _____ to _____ for communication through such methods as dedicated phone line, voice mail, modem, fax, beeper, etc., and agrees to respond within _____ minutes/hours. Employee initiated schedule changes must be with advanced approval by the manager.
3. The duties, obligations, responsibilities and conditions of the telecommuter's employment with the University remain unchanged. The employee's salary, retirement, vacation and sick leave benefits, and insurance coverage shall remain the same.
4. Work hours, overtime compensation, use of sick leave, and approval for use of vacation will conform to University and campus policies and procedures, departmental guidelines, or to the appropriate corrective bargaining agreement, and to the terms otherwise agreed upon by the employee and the supervisor.
5. The telecommuter agrees to maintain a safe and ergonomically sound work environment, to report work-related injuries to the supervisor at the earliest opportunity, and to hold the University harmless for injury to others at the telecommuting location. The employee agrees to allow an authorized University representative to inspect the home office as needed. Principles of ergonomics may be found at: <http://www.ehs.ucsf.edu>
6. The telecommuter agrees to provide a secure location for University-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than University business. All equipment, records, and materials provided by the University shall remain University property. The telecommuter agrees to allow the University reasonable access to its equipment and materials.
7. The telecommuter agrees not to use his/her personal vehicle for University business unless specifically authorized by the supervisor.
8. The telecommuter agrees to return University equipment, records, and materials within _____ days of termination of this agreement. All University equipment will be returned to the campus by the employee for inspection, repair, replacement, or repossession with _____ days written notice.
9. The department/division/school will pay for the following expenses:
 - Charges for business related telephone calls. (Will this include telephone lines and other communication technologies? If so, under what circumstances?);
 - Maintenance and repairs to University owned equipment. This equipment is _____; and,
 - Employees will submit claims on a Travel Expense Claim along with receipt, bill or other verification of the expense.
10. The department/division/school will not pay for the following expenses:
 - Maintenance or repairs of privately owned equipment;
 - Utility costs associated with the use of the computer or occupation of the home;
 - Equipment supplies (these should be requisitioned through the main office); and,

- Travel expenses (other than authorized transit subsidies) associated with commuting to the central office.
11. The telecommuter agrees to seek advanced approval by the supervisor to use sick leave, vacation, time off, or other leave credits. Overtime to be worked must be approved in advance by the supervisor.
 12. The telecommuter agrees to make regular dependent care arrangements during telecommuting periods.
 13. The telecommuter will implement the steps for good information security in the home-office setting, and will check with his/her supervisor when security matters are an issue. The telecommuter has a copy of the University's security requirements and procedures.
 14. Management retains the right to modify the agreement on a temporary basis as a result of business necessity (for example, the employee may be required to come to campus on a particular day), or as a result of an employee request supported by the supervisor.
 15. The telecommuter understands that he or she is responsible for tax and insurance consequences, if any, of this arrangement, and for conforming to any local zoning regulations.

I have read this Telecommuting Agreement and agree to its terms.

Supervisor's Signature & Date	
Telecommuter's Signature & Date	
Department Manager's Signature & Date	