



Telecommuting Agreement

Employee Information

Name: _____ Hire date: _____

Job title: _____

Office/Department: _____

FLSA status: Exempt Non-exempt (hourly)

This temporary telecommuting agreement will begin and end on the following dates:

Start date: _____ End date: _____

Temporary work location: _____

Employee schedule: _____

Employee has signed an inventory of all Goshen College property received with ITS and agrees to take appropriate action to protect the items from damage or theft:

Yes No

Employee ensures that there is ongoing, uninterrupted internet and phone service available at their temporary work location:

Yes No

Employee agrees to the following conditions:

- Employee will remain accessible and productive during scheduled work hours.
- A non-exempt employee will record all hours worked and meal periods taken in accordance with regular timekeeping practices.
- A non-exempt employee will obtain supervisor approval prior to working unscheduled overtime hours.
- Employee will report to the employer's work location as necessary upon directive from their supervisor.
- Employee will communicate regularly with their supervisor and co-workers, which includes a written report of activities.
- Employee will comply with all Goshen College rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.

- Employee will maintain satisfactory performance standards as outlined in the job description, performance goals, and other supervisor directives.
- Employee will make arrangements for regular dependent care and understand that telecommuting is not a substitute for dependent care.
- Employee will maintain a safe and secure work environment at all times.
- Employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice.
- Employee will report work-related injuries to their manager as soon as practicable.
- Goshen College will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software and other office equipment) for each telecommuting arrangement. The information technology system department will serve as resources in this matter.
- Employee will be responsible for internet service, to include any installation and ongoing costs of necessary cable modem/router and communications software required to complete job duties from home. The employee ensures that there is ongoing, uninterrupted internet and phone service available.
- Employee agrees that Goshen College equipment will not be used by anyone other than the employee and only for business-related work. Employee will not make any changes to security or administrative settings on Goshen College equipment. Employee understands that all tools and resources provided by the college shall remain the property of the college at all times.
- Employee agrees to protect college tools and resources from theft or damage and to report theft or damage to his or her manager immediately.
- Employee agrees to comply with Goshen College's policies and expectations regarding information security. Employee will be expected to ensure the protection of proprietary Goshen College information accessible from their home office.
- Goshen College will reimburse employee for prior-approved expenses by the supervisor.
- Employee will submit expense reports with attached receipts in accordance with Goshen College's expense reimbursement policy.
- Employee understands that all terms and conditions of employment with the college remain unchanged, except those specifically addressed in this agreement.
- Employee understands that supervisors retain the right to modify this agreement on a temporary or permanent basis for any reason at any time.
- Employee agrees to return college equipment and documents within five days of termination of employment.

Employee signature:

Date:

Supervisor signature:

Date:

Human resources signature:

Date: