



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: _____
(hereinafter referred to as "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, cell phone, softphone, voice mail, , etc., and agrees to respond within ____ minutes/hours. Employee initiated schedule changes must be with advanced approval by the manager/supervisor.

I can be contacted by the following phone number _____
 City provided cell phone Personal phone number

3. The duties, obligations, responsibilities and conditions of the telecommuter's employment with the City 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 the City's policies and procedures, departmental guidelines, or to the appropriate collective bargaining agreement, and to the terms otherwise agreed upon by the employee and the manager/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 City harmless for injury to others at the telecommuting location. The telecommuter agrees to allow an authorized City representative to inspect the home office as needed.

6. The telecommuter agrees to provide a secure location for City-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than City business. All equipment, records, and materials provided by the City shall remain City property. The telecommuter agrees to allow the City reasonable access to its equipment and materials. All remote access users using personal devices connected to the City of Fond du Lac will notify the appropriate IT staff of possible infections while accessing services remotely.

I have adequate Internet access, my Internet Service Provider is _____.
City of Fond du Lac recommends no less than 10mbps.

Telework Equipment provided by City of Fond du Lac (include descriptions and serial numbers – expand as required):

Filled out by City of Fond du Lac ITS PRIOR to signature

Brick PC or Laptop Make/Model:

Serial Number: _____

Docking Station: Yes No

USB Hub: Yes No

Single Headset Dual Headset

Keyboard & Mouse: Yes No

LCD Monitor 1: Yes No

LCD Monitor 2: Yes No

No Power Supply

Other (add notes):

7. The telecommuter agrees not to use his/her personal vehicle for City business unless specifically authorized by the supervisor.

8. The telecommuter agrees to return all City equipment, records, and materials within _____ days of termination of this agreement, as applicable. All City equipment will be returned by the telecommuter for inspection, repair, replacement, or repossession with _____ days written notice.

9. The City will pay for the following expenses:

- Maintenance and repairs to City owned equipment. This equipment is _____; and
- Telecommuter will submit claims on Travel Expense Claim along with receipt, bill or other verification of the expense.

10. The City 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;
- Travel expenses (other than authorized transit subsidies) associated with commuting to the central office.

11. The telecommuter agrees to seek advanced approval by the manager/supervisor to use sick leave, vacation, time off, or other leave credits. Overtime to be worked must be approved in advance by the manager/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 manager/supervisor when security matters are an issue. The telecommuter has a copy of the City's security requirements, policies and procedures.

14. Management retains the right to modify the agreement on a temporary basis as a result of business necessity (for example, the telecommuter may be required to come to the office on a particular day), or as a result of an employee request supported by the manager/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.

16. The remote access user also agrees to and accepts that his or her access and/or connection to the City of Fond du Lac networks may be monitored to record dates, times, duration of access, etc., in order to identify unusual usage patterns or other suspicious activity. As with in-house computers, this is done on the Citrix platform. No monitoring software is installed on your home personal devices.

If technical support is needed for the City of Fond du Lac laptop, please call the City of Fond du Lac IT Helpdesk 920-322-3600 from hours 6:45am-4:30pm. After hours service is available for

emergencies only. Emergencies are defined as a wide-scale outage affecting critical City-related business.

Please know, the City of Fond du Lac Helpdesk will not be able to support your home network/wireless/Internet.

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

Supervisor's Signature & Date _____

Telecommuter's Signature & Date _____

Department Manager's Signature & Date _____