

AGREEMENT FOR TEMPORARY TELEWORK ARRANGEMENT TEMPLATE
CareerSource Flagler Volusia

This is a telework agreement between CareerSource Flagler Volusia and _____
(employee).

Period covered: From _____ through _____.

The noted employee agrees to participate in the telework program and to follow all applicable statutes, rules, policies, procedures, and guidelines. CSFV approves the employee's participation in telework as specifically outlined in this agreement.

Duration: This agreement will be valid for the period outlined above or as extended or otherwise modified by the agency.

Pay and Attendance: All pay and leave will be based on the employee's established work schedule. The employee's time and attendance will be recorded based on actual hours worked in accordance with the Fair Labor Standards Act.

Overtime: An employee working overtime will be compensated in accordance with applicable law and rules. Overtime must be approved in advance in accordance with agency policy, and although compensated, unauthorized overtime may be subject to disciplinary action.

Leave: Employees must obtain supervisory approval before taking leave in accordance with established agency procedures. The employee agrees to follow established procedures for requesting and obtaining approval of leave.

Equipment: The supervisor and the employee must agree upon the equipment, if applicable, to be used in telework. The CSFV is not required to provide equipment for the home office; however, with the approval of the supervisor, the teleworker may be provided CSFV-owned equipment necessary to perform work assignments.

Maintenance of Equipment: Equipment provided by the agency must be protected against damage and unauthorized use. Agency-owned equipment will be serviced and maintained by the agency. Equipment provided by the employee will be at no cost to the agency and will be maintained by the employee.

Costs: The agency will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities, internet, etc.), associated with the use of the employee's residence for telework.

Workers' Compensation: The employee is covered by workers' compensation if injured in the course of performing official duties at the telework location.

Liability: The agency will not be liable for damages to the employee's property resulting from participation in the telework program. In signing this document, the employee agrees to hold the CSFV harmless against any and all claims, excluding workers' compensation claims.

Verification of Home Safety: In signing this agreement, the employee verifies that the home office provides workspace that is free of safety and fire hazards. In addition, the employee will not conduct face-to-face business at his or her residence.

Data Security: While teleworking, the employee will apply safeguards which are approved by the agency to protect records and electronic data from unauthorized disclosure or damage.

Termination of Agreement: It is understood by the employee that teleworking is a privilege. The Department reserves the right to terminate this agreement at any time and require the employee to report to work in-person.

Work Hours and Location: The working hours and work location agreed to as a part of the Telework Agreement, which may be modified as needed by agency management, are as follows:

Telework Location: _____

General Work Hours:

Monday: _____
Tuesday: _____
Wednesday: _____
Thursday: _____
Friday: _____
Saturday: _____
Sunday: _____

This agreement establishes the terms and conditions applicable for this period of telework.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Approving Authority: _____

Date: _____