



Telework Plan and Agreement Form

This document is intended to ensure that both the supervisor and the employee have a clear, shared understanding of the employee’s telework arrangement. Each telework arrangement is unique depending on the needs of the position, supervisor, and employee. This form can be adapted to unit requirements as necessary.

This telework agreement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship.

Employee Telework Information

| | |
|--------------------------------------------|---------------------------------------------------------------------|
| Employee Name: | |
| Job Title: | |
| Department: | |
| Supervisor: | |
| Arrangement requested by: | <input type="checkbox"/> Employee <input type="checkbox"/> Employer |
| Location where telework will be performed: | |
| Telework arrangement effective dates: | — |

Job Duties

The general expectation for a telework arrangement is that the employee will effectively accomplish their regular job duties, regardless of work location. If there are telework-specific job duties and/or expectations, specify them in the box below. **Sample text:** *Employee will indicate telework days in their email signature. In-person attendance at divisional meetings is expected. Employee will check voicemail at least hourly. Employee will send email at start /end of shift & lunch. Employee will attend council or neighborhood meetings on telework days.*

Work Schedule and Location

| Day of Week | Work Hours | Work Location |
|-------------|------------|---------------|
| Sunday | | |
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |
| Saturday | | |

Telework Review

Specify day(s)/time(s) to meet and discuss the effectiveness of the telework arrangement, or enter N/A.

| | |
|--------------------------------------|--|
| Telework plan review day(s)/time(s): | |
|--------------------------------------|--|

Equipment and technology access

Specify any equipment or technology access the employee will need to telework and whether it will be employee or employer provided. In the event of equipment failure or service interruption, the employee must notify employer immediately to discuss alternate assignments or other options.

| Equipment | Provided by: Indicate Employer or Employee | Accountable for loss/damage, please sign |
|-----------|-----------------------------------------------|------------------------------------------|
| | | |
| | | |
| | | |
| | | |

Additional details

Supervisor / Employee Best Practice Reminders

- Ongoing communication is the most important part of effective remote teamwork.
- Conduct regular check-ins. Maintain team meetings.
- Start and end each workday with a phone, video or instant message chat or email.
- Ensure employee has access to tools they need to remotely access Town's network. This may include a computer, laptop, remote access permission, etc. Discuss how to access work remotely in a safe manner.
- Ensure employee understands how to set up call forwarding and access voicemail remotely.
- Identify and confirm the employee understands which platform(s) you will use to communicate as a team.
- Clarify expectations for online availability and etiquette.
- Clearly communicate any changes to the workplan.

The employee agrees to the following conditions:

1. Employees may not engage in secondary employment or activities other than Town assignments during the established work schedule.
2. The employee's job responsibilities and promotional opportunities will not change due to participation in the telework program.
3. The employee will report to the Town's work location as necessary upon directive from his or her supervisor.
4. The amount of time the employee is expected to work will not change due to participation in the telework program. Employee is expected to remain accessible during designated work hours.
5. Non-exempt employees will record all hours worked and meal periods in accordance with normal timekeeping.
6. Non-exempt employees approved for telework shall work no more than 40 hours in a work week while teleworking, unless overtime has been approved by a supervisor in advance.
7. Exempt employees approved for telework are expected to work the hours necessary to satisfactorily perform their jobs, and may be required to work a specified schedule set by their supervisor while teleworking.
8. The employee's work will be monitored by the Telework Activity Report or other established method.
9. The employee is expected to meet established performance standards.
10. The employee understands that all equipment, records and materials provided by the Town shall remain the property of the Town.
11. The employee will take all necessary precautions to secure all Town equipment, data, files and other material to prevent unauthorized access, destruction or tampering.

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12. Equipment provided by the Town will be serviced and maintained by the unit/department except for service or damage arising out of intentional destruction. Equipment provided by the employee will be at no cost to the Town and will be maintained by the employee.
 13. Employees should designate a work space that is maintained in a safe condition, free from hazards. However, the Town will not inspect home work sites and home work sites are not subject to OSHA standards.
 14. The employee will implement any modifications the Town deems necessary for safety and/or security purposes.
 15. The employee will report work-related injuries to the supervisor at the earliest reasonable opportunity, in compliance with Town policies, as well as OSHA and Worker's Compensation regulations.
 16. The employee understands that he/she is responsible for any individual tax implications of this arrangement.
 17. Supplies required to complete assigned work at alternate work location should be obtained during Town main office visits. Out-of-pocket expenses for supplies normally available through the Town will not be reimbursed.
 18. The employee understands that the Town will not reimburse the employee for wi-fi or cellular data usage while teleworking.
 19. The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.
 20. All Town Policies, Administrative Directives, and departmental procedures; including but not limited to attendance, holidays, time away from work and overtime continue to apply, unless specific exceptions to that policy are arranged within this agreement. By signing below, employee acknowledges they have read the Telework During COVID-19 Administrative Directive and this agreement and taken the opportunity to ask questions on anything that was unclear or vague.
 21. For technology support, please contact: helpdesk@maranaaz.gov

Employee Signature & Date: _____

Supervisor Signature & Date: _____