

# Department of Administration Telework Agreement

## Alternate Work Site

Employee Name: \_\_\_\_\_

Location (specify location if in home): \_\_\_\_\_

Address: \_\_\_\_\_

## Central Work Site

Will the teleworker maintain a workstation or office at the central workplace when this telework agreement takes effect? Yes \_\_\_ No \_\_\_

If not, what changes will occur?

\_\_\_\_\_  
\_\_\_\_\_

## Schedule

\_\_\_ **Fixed:** Telework days and hours are scheduled and will not be substituted without advance approval of the manager.

Telework Days: Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_  
Saturday \_\_\_ Sunday \_\_\_

Telework Time: Start: \_\_\_\_\_ Finish: \_\_\_\_\_ Total Hours Per Day: \_\_\_\_\_  
Lunch: \_\_\_\_\_ to \_\_\_\_\_

\_\_\_ **Flexible Schedule:** Telework days may fluctuate weekly and will be mutually agreed upon by the supervisor and the employee.

Telework days permitted each week: \_\_\_\_\_

Hours of work permitted each week: \_\_\_\_\_

The supervisor must approve use of sick leave, vacation, comp time, or other types of leave in advance. Overtime must be approved in advance by the supervisor.

## Telework tasks and duties

(Describe the telework tasks, duties, and expectations)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Computer Equipment

The agency is not responsible for lost or damaged private property. The state may pursue recovery from the employee for state-owned property deliberately or negligently damaged or destroyed while in the teleworker's care, custody, or control. In the event of state-owned

equipment failure, the teleworker must immediately notify his or her supervisor and may be assigned to another project and/or work location. The employee shall surrender all state-owned equipment and data documents immediately upon request.

Agency assets to be used at the employee's residence or other approved alternate work location. (check applicable items and provide Property Control tag and/or serial numbers where applicable)

	Asset Name	State Tag Number	Serial Number
Laptop			
Monitor			
CPU			
Keyboard			
Docking Station			
Mouse			
Power Strip			
Cell Phone			
Blackberry			
In-House Phone			
Printer			
Router			
Broadband Access			
Shredder			

Information systems and software to be accessed from employee's alternate work site:

---



---



---

## Expenses

The agency will pay for the following expenses:

- Business-related telephone calls Yes \_\_\_ No \_\_\_
- Maintenance, repairs, or service, to state-owned equipment Yes \_\_\_ No \_\_\_
- Broadband Connection Yes \_\_\_ No \_\_\_
- Other: \_\_\_\_\_

Requests for reimbursement will be submitted according to agency policy for reimbursable expenses.

The agency will not pay for the following expenses:

- Maintenance, repairs, or service, to privately owned equipment.
- Utility costs associated with the use of the computer or occupation of the alternate work site.

- Homeowners' or Renters' Liability insurance to cover the use of space in the alternate work site.
- Travel expenses associated with commuting to the central office.

### **Furnishings and Supplies**

Teleworkers will provide their own office furnishings and supplies. If the interest of the agency requires the employee to telework, agency management may provide the following state-owned office furnishings and supplies:

---



---



---



---

### **Communication**

Will the following be used?

Call forwarding	Yes	___	No	___
Answering machine or voice mail	Yes	___	No	___
Receptionist or co-workers take calls	Yes	___	No	___
Video conferencing	Yes	___	No	___
E-mail	Yes	___	No	___
Other	_____			

The employee will call the office to obtain messages at least \_\_\_\_\_ times a day.  
Call-in times:

---

The employee will promptly notify the supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances.

Other procedures: \_\_\_\_\_

### **Terms of the Agreement**

Date telework begins: \_\_\_\_\_

Date telework agreement reviewed (minimum of annually): \_\_\_\_\_

### **Termination**

The department may terminate this agreement at any time. Whenever possible, the supervisor and/or employee will give 30 days advance notice prior to terminating this agreement.

### **Other**

Describe any other conditions of this Agreement:

---



---



---

## Acknowledgement

I, \_\_\_\_\_, acknowledge that my participation as a telecommuter is voluntary and is available only as long as I am deemed eligible, at the sole discretion of the State of Kansas. Telecommuting at an alternate work location is not an entitlement or benefit of employment. I understand that the State of Kansas may cancel my voluntary participation as a telecommuter, with or without cause, upon reasonable notice thereof, in writing, to the other. I also acknowledge that the State of Kansas will not be held responsible for costs, damages, or losses resulting from cessation of participation as a telecommuter. This agreement is not a contract of employment and may not be construed as one.

I have read and understand this Agreement and the Telecommuting Policy and agree to abide by and operate in accordance with the terms and conditions described in both documents. I agree to abide by all work-related policies and regulations, work behavior and expectations as required of employees in non-alternative work sites. I agree that the sole purpose of this agreement is to regulate telecommuting and that it does not constitute an employment contract or an amendment to any existing contract and may be cancelled at any time. I agree that, among other things, I am responsible for adhering to any agreed-upon work schedule, furnishing and maintaining my alternate work site in a safe manner, employing appropriate security measures, proper maintenance of State equipment, damages to State equipment resulting from gross negligence, damages or loss to my personal equipment, cost of local phone calls, and protecting State assets, information and systems.

As a condition of this telecommuting agreement, I acknowledge and agree to allow State of Kansas the monitoring of my e-mail, electronic review of my work, unannounced visits or inspections at my alternate work site during normal business hours, and/or any other method used to adequately document and judge my work product and performance.

\_\_\_\_\_  
Employee's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's name printed

By signing this telework agreement, I certify that I have discussed the terms and conditions of the State of Kansas telework policy and this agreement with the above-signed employee. The employee has been given an opportunity to ask questions and indicates an understanding of the agreement and the policy.

\_\_\_\_\_  
Supervisor's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor's name printed

\_\_\_\_\_  
Administrator's Signature (Kyle Williams - OPS)