



Telecommuting Agreement

Employee Information

Name: _____ Hire date: _____

Job title: _____

Department: _____

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

Start date: _____ Review date: _____

Employee schedule: _____

The employee agrees to the following conditions:

The employee will remain accessible and productive during scheduled work hours, as defined by your supervisor.

Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices in ADP Time and Attendance.

Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.

The employee will report to the employer's work location as necessary upon directive from his or her supervisor. The supervisor may request in-person work (with as much advanced notice as possible) based on departmental needs even on days that are normally scheduled for teleworking.

The employee will communicate regularly with his or her supervisor and co-workers and provide specific documentation, as required by the supervisor. The quality of customer service to co-workers and residents is expected to remain unchanged whether or not employee is teleworking or physically in the office.

The employee will comply with all Goodwin House rules, policies, practices and instructions that would apply if the employee were working on site.

The employee will maintain satisfactory performance standards.

The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care.

The employee will maintain a safe and secure work environment at all times.

The employee will report work-related injuries to his or her manager as soon as practicable.

Goodwin House will provide the following equipment: _____

The employee will provide the following equipment: _____

The employee agrees that Goodwin House equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on Goodwin House equipment. The employee understands that all tools and resources provided by the company shall remain the property of the company at all times.

The employee agrees to protect Goodwin House tools and resources from theft or damage and to report theft or damage to his or her manager immediately.

The employee agrees to comply with Goodwin House's policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices.

Goodwin House will reimburse employee for the following expenses:

Employee will submit expense reports with attached receipts in accordance with Goodwin House's expense reimbursement policy.

The employee understands that all terms and conditions of employment with the company remain unchanged and at will, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

The employee agrees to return company equipment and documents within five days of separation from employment.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Human Resources signature: _____ Date: _____