

# Standard Telework Agreement

| Section I – Employee Information  |                 |                |
|---|-----------------|----------------|
| Last Name   | First Name      | Middle Initial |
|   |                 |                |
| Employee ID Number  | Work Title      |                |
|   |                 |                |
| Agency Name   | Department Name | Manager Name   |
|   |                 |                |
| <b><i>This telework agreement should be reviewed and updated annually.</i></b>  |                 |                |
| Start Date  | End Date        |                |
|   |                 |                |
| Section II – Telework Location Information  |                 |                |
| Street Address:   | City:           |                |
| State:  | Country:        | Zip Code:      |
| Telework Location Phone Number:   |                 |                |
| Telework Location Description   |                 |                |
| <p>Employees teleworking outside the Commonwealth of Virginia must ensure that the telework location is accurately reflected in this agreement and in relevant systems to ensure compliance with taxes, payroll deductions, and the applicability of other labor and employment laws. Teleworking outside the Commonwealth of Virginia may impact eligibility and access to certain benefits provided to employees working in the Commonwealth of Virginia.</p> |                 |                |
| Section III – Notification and Approval Process for Occasional Changes to Telework Location   |                 |                |
| <p>Document the notification and approval processes required for the employee to request and receive approval for telework locations or pattern changes - or for the agency to inform the employee of the need to shift to limited telework. Employees may request and/or managers may require an employee to change their scheduled telework day to accommodate business needs.</p>  |                 |                |
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| Section IV – Remote Work Schedule   |                 |                |
| Day of the Week   | Schedule        | Work Location  |
| Monday  |                 |                |
| Tuesday   |                 |                |
| Wednesday   |                 |                |
| Thursday  |                 |                |
| Friday  |                 |                |
| Saturday  |                 |                |
| Sunday  |                 |                |
| NOTE: Consecutive telework days shall occur within a calendar week.   |                 |                |
|   |                 |                |

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| <b>Section V – Safety Checklist</b>  |            |           |
|--|------------|-----------|
| <b>Safety Feature Verified at Alternate Work Location Listed Above:</b>  | <b>Yes</b> | <b>No</b> |
| 1. Temperature, ventilation, lighting, and noise levels are adequate for maintaining a work location.  |            |           |
| 2. Electrical equipment is free of recognized hazards that would cause physical harm (frayed, exposed, or loose wires; loose fixtures; bare conductors; etc.)  |            |           |
| 3. Electrical system allows for grounding of electrical equipment (three prong receptacles).   |            |           |
| 4. Alternate work location is free of any obstructions that could restrict visibility and movement (including doorways).   |            |           |
| 5. File cabinets and storage closets are arranged so drawers and doors do not enter into walkways.   |            |           |
| 6. Phone lines, electrical cords, and surge protectors are secured under a desk or alongside a baseboard.  |            |           |
| 7. If materials containing asbestos are present, they are in good condition.   |            |           |
| 8. Work location space is free of excessive amounts of combustibles, floors are in good repair, and carpets are well secured.  |            |           |
| <b>Section VI – Agency Specific Requirements</b>   |            |           |
| Agencies may use this space to document additional agency specific requirements for teleworking employees.   |            |           |
|  |            |           |
| <b>Section VII – Notices and Signatures</b>  |            |           |
| <p>The information provided within this Telework Agreement is accurate and will be followed. If any information changes, it is the employee's duty to inform the supervisor or manager and to initiate the completion of an updated agreement. The parties have read and understand this agreement, responsibilities as described in the Telework Policy, 1.61, and agree to the duties, obligations, responsibilities and conditions described within. This telework agreement replaces and supersedes all prior telework agreements and/or arrangements.</p> <p>Teleworkers working full-time outside the Commonwealth of Virginia are responsible for working with agency staff to ensure compliance with telework location applicable laws, regulations, and requirements. Teleworkers working full-time outside the Commonwealth of Virginia are also responsible for understanding and complying with telework location requirements related to income taxes and benefits.</p> |            |           |
| Employee Signature:  | Date       |           |
| Agency Head: One Day a week and Emergency telework   | Date       |           |
| Secretary: Two Days a week   | Date       |           |
| Chief of Staff: More than Two Days a week  | Date       |           |

**NOTE:** The language used in this agreement does not create an employment contract between the employee and the agency. This agreement does not create any contractual rights or entitlements, but, instead, establishes conditions for permitting an employee to qualify for and continue to exercise the privilege of teleworking. The agency reserves the right to revise the content of this agreement or its terms, in whole or in part, at its discretion. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this paragraph are binding upon the agency. Telework Agreements are subject to revisions of the DHRM Teleworking Policy, Number 1.61.