

Weber County Telecommuting Form

I. Work from home Arrangement

1. This is an agreement between _____ (“the department”) and _____ (“Employee”) to establish the terms and conditions for performing work at an alternate work site.
2. This agreement will begin on _____ and is anticipated to continue through _____, although it may be terminated by the department at any time, for any reason. The following conditions apply:
 - a. Employee’s telecommuting schedule is _____.
 - b. Employee’s regular telecommuting site location is _____.
 - c. Employee’s contact phone number is _____.
3. While telecommuting, Employee will:
 - a. remain accessible by phone or electronically during the telecommute work schedule;
 - b. be responsible for establishing effective communication among co-workers and customers and to check in with the supervisor to discuss status and open issues;
 - c. be available for teleconferences, scheduled on an as-needed basis;
 - d. request supervisor approval in advance of working any overtime hours (if employee is not FLSA-exempt);

II. Safety & Equipment; Information Security

1. Employee agrees to maintain an adequate, safe, and secure work environment and to report work-related injuries to Employee’s supervisor at the earliest reasonable opportunity. Employee agrees to hold the County harmless for injury to others at the alternate work site.
2. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:
 - a. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telecommute location, and shall not be reimbursed by the employer for these or related expenses. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network.
 - b. Employee agrees to protect County-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure.
 - c. Employee understands that all equipment, records, and materials provided by the County shall remain the property of the County.
 - d. No Protected Health Information or otherwise confidential information should be kept on personal electronic equipment.
 - e. Employee must follow all other software licensing and copyright laws, as well as all precautions and requirements in accordance with policy 17.1 and 17.2.
 - f. Employee understands that all work-related information stored on electronic equipment, whether County-owned or personally-owned, is subject to public records requests and to review by the County. Employee expressly consents to work-related searches, by supervisory personnel and IT personnel, of all personally-owned equipment where such information is stored.

I hereby affirm by my signature that I have read this Telecommuting Form and understand and agree to all of its provisions.

Employee Name & Signature

Date

Supervisor Name & Signature

Date

**Please send the Telecommuting Form to Human Resources.
humanresources@webercountyutah.gov**