



Telework Agreement

Employee Name: <input style="width: 90%;" type="text"/>	Alternative Work Site Information
Program: <input style="width: 90%;" type="text"/> Select...	Alternate Work Site Address: <input style="width: 90%;" type="text"/>
Position Number: <input style="width: 90%;" type="text"/>	City, State, Zip: <input style="width: 90%;" type="text"/>
Class Title: <input style="width: 90%;" type="text"/>	Alt. Work Site Phone: <input style="width: 90%;" type="text"/>
People First Number: <input style="width: 90%;" type="text"/>	
Supervisor Name: <input style="width: 90%;" type="text"/>	

Official Work Site/Service Center/Building Name:

Effective Date of Agreement:

Telework Participation Classification: (Choose One)

- OPTIONAL
 REQUIRED* (Work at an alternate work site must be documented on the position description)

Describe the job duties the employee will perform at the alternative work site:

Describe how the employee will maintain communications with customers, co workers and the supervisor:

TELEWORK CONTRACT

Enter the typical work schedule at both the official work site and the alternative work site.

	Schedule at Official Work Site			Schedule at Alternative Work Site		
	Start Time	Lunch Duration	End Time	Start Time	Lunch Duration	End Time
Monday	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Tuesday	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Wednesday	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Thursday	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Friday	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Saturday	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>
Sunday	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/>	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

Describe any variations to the above schedule:

TELEWORK EQUIPMENT CHECKLIST

Indicate what equipment will be used at the alternative work site:

Computer	Employee Provided	Revenue Provided	Not Required	Decal Number or Description	Date Assigned
Laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
Desktop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

I certify I will not access, store or process confidential data on my personally-owned equipment.

I certify the router I use is password protected.

*Revenue's Personal Computer Policy for Users requires that only licensed, Department purchased hardware and software will be used on Revenue personal computers.

Connection/Software	Yes	No
Citrix	<input type="checkbox"/>	<input type="checkbox"/>




Additional Equipment and Software:

ALTERNATIVE WORK SITE SAFETY CHECKLIST See procedures to complete this checklist	YES	NO	N/A
1. Temperature, noise, lighting levels and ventilation are adequate for maintaining your normal level of job performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. All stairs with four or more steps are equipped with handrails.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All circuit breakers and/or fuses in the electrical panel are labeled with intended service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Circuit breakers clearly show if they are in the open or closed position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. All electrical equipment is free of recognized hazards that could cause physical harm (frayed or loose wires, bare conductors, flexible wires running through walls, exposed wires to the ceiling).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Aisles, doorways, and corners are free of barriers to allow visibility and movement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. File cabinets and storage closets are arranged so drawers and doors do not open into walkways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Chairs have no loose casters (wheels).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Phone lines, electrical cords, and extension wires are secured under a desk or alongside a baseboard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. The office space is neat, clean, and free of excessive amounts of combustibles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. All floor surfaces are clean, dry, level, and free of worn or frayed seams.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. All carpets are well secured to the floor and free of frayed or worn seams.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. There is enough light for reading.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Exits are free of obstacles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Supplies and equipment (both Department and employee-owned) are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMPUTER WORKSTATION	YES	NO	N/A
16. Your chair is adjustable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. You know how to adjust the chair.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Your back is adequately supported by a backrest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Your feet are on the floor or fully supported by a footrest.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The monitor and keyboard are placed so you can see and type without strain.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. It is easy to read the text on your screen.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. You have enough leg room at your desk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Your screen is free from noticeable glare.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The top of the screen is at eye level.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. There is space to rest your arms while not keying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. When keying, your forearms are close to parallel with the floor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Your wrists are fairly straight when keying.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Surge protectors are used for computers, fax machines, and printers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Heavy items are securely placed on sturdy stands close to walls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Computer parts are kept out of direct sunlight and away from heaters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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EMERGENCY PREPAREDNESS	YES	NO	N/A
31. Emergency phone numbers (hospital, fire department, police department) are posted at the alternative work site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. A first aid kit is easily accessible and refilled as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Portable fire extinguishers are easily accessible and serviced as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. An emergency preparedness kit is easily accessible and kept ready.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employee Signature:	  *	Date: 11/30/2015 
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CLOSE FORM

SUBMIT