



Short-Term Telecommuting Agreement

Name: _____ Hire date: _____

Job title: _____

Department: _____

FLSA status: Exempt Nonexempt

Reason for requesting to work remotely:

Lack of Childcare* _____ Health Risk for Self* _____ Health Risk for Family Member* _____

*Documentation may be required.

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

Start date: _____ End date: _____

Temporary work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

The employee will remain accessible and productive during scheduled work hours.

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

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 employee will communicate regularly with his or her supervisor and co-workers.

The employee will comply with Fontbonne's rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.

The employee will maintain satisfactory performance standards.

The employee understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.

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.

Fontbonne will provide the following equipment: _____

The employee will provide the following equipment: _____

Fontbonne's 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 Fontbonne's equipment. The employee understands that all tools and resources provided by the Fontbonne shall remain the property of the Fontbonne at all times.

The employee agrees to protect Fontbonne 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 Fontbonne's policies and expectations regarding information security. The employee will ensure the protection of proprietary Fontbonne and student information accessible from their home offices.

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

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

The employee agrees to return Fontbonne equipment and documents within five days of termination of employment.

Employee signature: _____ Date: _____

Supervisor's signature: _____ Date: _____

Human resources signature: _____ Date: _____