

Telecommuting Agreement

I agree that the sole purpose of this agreement is to regulate Telecommuting and that it neither constitutes an employment contract nor an amendment to any existing contract. I also agree to provide my supervisor with a weekly Telecommuting Log of work accomplishment(s), if requested.

Employee name: _____

This agreement will begin: _____

This agreement will end: _____

Telecommuting days (check applicable):

- | | | | |
|------------------------------------|---------------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Tuesday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Thursday |
| <input type="checkbox"/> Friday | <input type="checkbox"/> Saturday | <input type="checkbox"/> Sunday | |
| <input type="checkbox"/> Week Days | <input type="checkbox"/> Other: _____ | | |

Telecommuting hours: _____

Notes and/or anticipated work to be completed:

Employee Signature Date

Supervisor Signature Date

Human Resources Date