

NONPROFIT NETWORK TELEWORKING AGREEMENT

See Employee Handbook for definition of Teleworking

1. Telework employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to record all hours worked in a manner designated by the organization. Teleworkers, due to the nature of the work, will be held to a higher standard of compliance. Hours worked in excess of those specified per day and per week, in accordance with state and federal requirements, will require the advance approval of the supervisor. Failure to comply with this requirement can result in the immediate cessation of the telework agreement.
2. Teleworkers must be reachable, within reason, during agreed upon hours. Unavailability will be communicated to colleagues.
3. All client interactions will be conducted at the client's office, Nonprofit Network's office, or public venue. Clients cannot visit the teleworker's home office.
4. The employer will provide a mobile device, such as a laptop, but will not make any additional teleworking accommodations such as desks, internet connections, printers or office supplies. Employees should plan accordingly.
5. Teleworkers will use the remote technologies available to find the most productive way to stay in touch with colleagues.
6. Hourly employees may be disciplined for working unauthorized overtime. It is the responsibility of the supervisor to avoid contacting or allowing co-workers to contact the employee outside of their scheduled work hours. Work-related contact with the employee is compensable time whenever it occurs.
7. Existing personnel rules regarding leave, hours of work, scheduling work, travel policies, and overtime shall apply to teleworkers. On telework days, the telework site is the official station for travel expense voucher purposes, except that travel to and from the regular office shall not be a reimbursable expense.
8. Telework is not intended to be used in place of sick leave, family and medical leave, or any other type of leave. If the teleworker is unable to work due to illness, they must use sick leave and must report the absence to their supervisor. However, with approval, telework may be used as partial or full return to work following an illness or injury.
9. While telework may facilitate employees' working around family responsibilities, it is not intended to be a substitute for family care. The employee shall not have the primary responsibility for childcare, dependent adult care, or other duties not ordinarily part of his or her job duties during working hours.

Additional agreements or telework scheduling notes:

Signed/Dated:



Employee


