

## Telecommuting Agreement

Employee Name: \_\_\_\_\_

Telecommuting is a voluntary agreement between the manager/supervisor and the telecommuter. This agreement begins on \_\_\_\_\_ and to stay in effect must be renewed annually each spring with a July 1 effective date. It can be discontinued at any time by either party with 30 days' notice if possible and without adverse repercussions.

1. The telecommuter will telecommute to the following alternative worksite: \_\_\_\_\_.
2. In office days will be \_\_\_\_\_. Alternative worksite office days will be \_\_\_\_\_. The telecommuter agrees to be available during the assigned business hours of \_\_\_\_\_ to \_\_\_\_\_ for communication through such methods as dedicated phone line, voice mail, modem, fax, beeper, etc., and agrees to respond within \_\_\_\_\_ minutes/hours. Employee initiated schedule changes must be with advanced approval by the supervisor.
3. The duties, obligations, responsibilities and conditions of the telecommuter's employment with the College remain unchanged. The employee's salary, retirement, vacation and sick leave benefits, and insurance coverage shall remain the same. Health insurance coverage will not be the same if the telecommuter works outside the state of Kansas.
4. Work hours, overtime compensation, use of sick leave, and approval for use of vacation leave or personal leave will conform to College policies and procedures, departmental guidelines, and to the terms otherwise agreed upon by the employee and the supervisor.
5. The telecommuter agrees to maintain a safe work environment, to report work-related injuries to the supervisor and the Office of Human Resources immediately, and to hold the College harmless for injury to others at the telecommuting location. The employee agrees to allow an authorized College representative to inspect the alternative worksite office.
6. The telecommuter agrees to provide a secure location for College-owned technology equipment<sup>1</sup>, software and consumable office supplies. All technology equipment, software, records, and consumable office supplies provided by the College shall remain College property. The telecommuter agrees to allow the College reasonable access to its technology equipment, software and consumable office supplies.
7. The telecommuter agrees not to use his/her personal vehicle for College business unless specifically authorized by the supervisor and there is an approved Motor Vehicle Record on file in the Office of Human Resources.
8. The telecommuter agrees to return College technology equipment, software, records, and consumable office supplies within \_\_\_\_\_ days of termination of this agreement. All College technology equipment and software will be returned to the campus by the employee for inspection, repair, replacement, or repossession with written notice.
9. The College will pay for the following expenses:
  - a. Charges for business related telephone calls; and
  - b. Maintenance and repairs to college-owned technology equipment.

Employees will submit a requisition form along with receipt, bill or other verification of the expense.

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<sup>1</sup> College technology equipment is defined as a computer and/or a printer that has gone through the appropriate approvals.

10. The College will not pay for the following expenses:
  - a. Usage fees for privately owned computers and/or printers.
  - b. Maintenance or repairs of privately owned equipment (technology or other);
  - c. Utility costs associated with the use of the technology equipment or occupation of the alternative worksite;
  - d. Rental fees for the alternative worksite;
  - e. Technology equipment, software and/or consumable office supplies, as these should be requisitioned through the main office; and
  - f. Travel to the main office.
11. The telecommuter agrees to seek advanced approval by the supervisor to use sick leave, vacation leave or personal leave. If the employee works in a non-exempt position, the employee must receive prior permission from their supervisor before working any overtime.
12. The telecommuter agrees to make regular dependent care arrangements during telecommuting periods.
13. The telecommuter will implement the steps for good information security in the alternative worksite office setting, and will check with his/her supervisor when security matters are an issue.
14. The College retains the right to modify the agreement on a temporary basis as a result of business necessity (for example, the employee may be required to come to campus on a particular day), or as a result of an employee request supported by the supervisor.
15. The telecommuter understands that he or she is responsible for tax and insurance consequences, if any, of this arrangement, and for conforming to any local zoning regulations.
16. The full-time telecommuter will adhere to the following Holidays and Breaks schedule:  Barton County Campus  Fort Riley Campus  Fort Leavenworth Campus  Grandview Plaza

I have read this Telecommuting Agreement and agree to its terms.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telecommuter's Signature

\_\_\_\_\_  
Date

Approved on by President's Staff on 7/28/14; 3/11/20 (minor revision)