



Short-Term Telecommuting Agreement

Employee Information

Name: _____ Hire Date: _____

Job Title: _____

Department: _____

FSLA status: Exempt Nonexempt

This temporary 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 this or her supervisor and co-workers, which includes a weekly written report of activities.
- The employee will comply with all City of Rock Island 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 will make arrangement for regular dependent care and 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 allow the employer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice by the company.
- The employee will report work-related injuries to his or her manager as soon as practical.

The City of Rock Island will provide the following equipment:

The employee will provide the following equipment:

The employee agrees that City of Rock Island equipment will not be used by anyone other than the employee and only for the business-related work. The employee will not make any changes to security or administrative setting on City of Rock Island equipment. The employee understands that all tools and resources provided by the City shall remain the property of the City at all times.

The employee agrees to protect City 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 City of Rock Island's policies and expectations regarding information security. The employee will be expected to ensure the

protection of proprietary company and customer information accessible from home offices.

City of Rock Island will reimburse employee for the following expenses:

Employee will submit expense reports with attached receipts in accordance with City of Rock Island's expense reimbursement policy.

- The employee understands that all terms and conditions of employment with the company remain unchanged.
- The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.
- The employee agrees to return company equipment and documents within five days of termination of employment.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Human Resources signature: _____ Date: _____