

Employee Name (last, first, MI): _____

Start Date: _____

End Date: _____

Please indicate telecommuting days: M T W TH F S SUN

Please indicate telecommuting hours: _____

Note: Telecommuting agreements shall be limited to periods of no more than 12 months and after review, may be extended annually in 12-month increments.

Factors to consider when determining if telecommuting is appropriate:

- Can the essential functions of the job be performed via telecommuting;
- Does the employee’s job require face-to-face contact with internal or external customers (front-line support);
- Whether the job requires hands-on contact with on-site resources; and
- Will telecommuting permit the achievement of organizational goals?

Employees and units entering into a Telecommuting agreement must agree to adhere to the guidelines and policies below.

Pay and Attendance: All pay, leave, and travel entitlement will be based on the employee’s approved remote work location and employee’s time and attendance will be recorded as performing official duties at the approved remote work location.

Leave: Employees must obtain supervisory approval before taking leave in accordance with Georgia Tech policy and the established campus unit and office procedures.

Overtime: If the employee works overtime that has been scheduled and approved in advance, the employee will be compensated in accordance with applicable law and rules. Overtime work **will not** be compensated without prior supervisor approval. Failure to obtain advance approval for overtime may subject the employee to disciplinary action. By signing this agreement, the employee acknowledges that failure to obtain proper approval for overtime may result in the termination of the telecommuting arrangement and / or other appropriate action.

Personal Activities: The employee agrees that any time spent on personal responsibilities while telecommuting will not conflict with the hours spent preparing work assignments. The employee acknowledges that their supervisor will monitor work productivity standards and may terminate this agreement if such standards are not maintained.

Standards of Conduct: The employee acknowledges that the employee is still subject to Georgia Tech’s standards of conduct and other established state laws, department policies, procedures and acceptable practices and understands that failure to do so may subject the employee to disciplinary action.

State Owned Equipment: In order to effectively perform their assigned tasks, employees may use Georgia Tech equipment at their telecommuting location with the approval of their supervisor. The equipment must be protected against damage and unauthorized use and Institute owned equipment will be serviced and maintained by Georgia Tech. The employee must not use Georgia Tech equipment for personal purposes.

- **Equipment Loan Agreement Form:** This form must be completed and approved prior to removal of state property from the regular work site. Failure to complete the Equipment Loan Agreement Form will result in the personal liability of the employee in the event the property is damaged, lost or stolen.

Equipment provided by the employee will be at no cost to Georgia Tech, and will be maintained by the employee.

Georgia Tech System: The employee agrees to abide by the Georgia Tech Cyber Security policies - the Acceptable Use Policy, the Cyber Security Policy, and the Data Privacy Policy - while telecommuting. The policy addresses employee behavior requirements for the protection of Institute information technology resources.

Liability: Georgia Tech will not be liable for damages to the employee's property or for visitor or family injuries at the work site resulting from participation in the telecommuting arrangement.

Reimbursement: Georgia Tech will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g. utilities) associated with the use of the employee's remote work location. This does not relinquish any entitlement to reimbursement for authorized expenses incurred while conducting business for the State, as provided by statute and implementing regulations.

Telecommuting Site Safety and Workers Compensation: Under the terms of this agreement, the employee is responsible for setting up an appropriate work environment within their remote location. Georgia Tech will not be responsible for any cost associated with the setup of a remote office. Upon the employee's request, Georgia Tech will consult with the employee on any modifications or requirements to operate Institute-owned equipment at their remote office. By signing this agreement, the employee is indicating they have met the reasonable standards to include health and safety requirements and will maintain it in the condition for the duration of the telecommuting period.

The employee may be covered by workers' compensation for job-related injuries that occur in the course and scope of employment while telecommuting. If there are any injuries while working, the workers' compensation coverage will be limited to occurrences in the designated work space (or during work-related travel). Also if such an injury were to occur, it will be investigated in accordance with the standard workers' compensation procedures promulgated by the Georgia Department of Administrative Services (DOAS). The employee is responsible for reporting work-related injuries to the employee's supervisor/manager within 24 hours in compliance with Institute policy. The employee understands that verified negligence or failure in this regard may subject the employee to disciplinary action and/or revocation of telecommuting privileges.

Working Location: As an employee approved for telecommuting, the employee agrees to maintain an office or adequate work space located at

This office location will be considered the employee's telecommuting work location. Unless the employee's work location is specified in their official campus job description as being regularly assigned to a remote location/site, the employee will not be reimbursed for mileage associated with traveling to the main campus.

Work Assignment: The employee will receive their work assignments by corresponding with their immediate supervisor on a regular basis. The employee will complete all assigned work according to work procedures mutually agreed upon by the employee and the supervisor according to guidelines and standards stated in the employee's performance plan. If there are any questions or concerns about assignments, the employee is expected to inform their immediate supervisor of them at the time of receipt. Once assignments have been completed, the employee may return them to their immediate supervisor via the method specified by the supervisor.

Evaluation: The evaluation of the employee's job performance will be based on norms or other criteria consistent with these guidelines. For those assignments without precedence or without standards, regular and required progress reporting by the employee will be used by the supervisor to rate job performance and established standards. The employee's most recent performance appraisal must indicate satisfactory performance in order to receive approval for participation or maintain participation in the telecommuting arrangement.

Records: Work performed in accordance with this agreement is considered official State business and the employee will apply approved safeguards to protect State/Georgia Tech records from unauthorized disclosure or damage and will comply with the public record requirements. All records, papers, and correspondence must be safeguarded for return to the official location. Release or destruction of any records should be done at the official location

Curtailed of Agreement: The employee's supervisor or unit head may terminate participation in this agreement at any time. Management also reserves the right to remove the employee from the program at any time. Upon reasonable notice of not less than fourteen (14) calendar days, the employee will be expected to report for work at the primary departmental office location or other location as assigned by the supervisor.

Telecommuting Information

Please complete the following information:

Telecommuting Site: Address _____
City _____ State _____ Zip _____

Methods of communication on telecommuting days: Preferred Phone (voicemail and text enabled) _____
GT Email Address _____
Video Conferencing Software _____
Other _____

System access the employee will need:

Email	PeopleSoft
Database	Banner
Virtual Private Network (VPN)	Other
TechWorks	_____
CORE USER (Practitioner Access)	
DUO	

Duties & assignments to be performed at alternate worksite:

Methods of evaluating performance:

What equipment & supplies will be needed?

Type	Supplied by Department	Supplied by Employee	Not Needed
Computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List of Software: _____

Printer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliable Internet Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lockable File Cabinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Technical Support:

Who is responsible for setting up the employee's technology and systems?

Department Employee

By signing this agreement, I certify that I have reviewed, understand and agree to abide by the Institute's Telecommuting Arrangement, including, but not limited to:

- a. work hours and accessibility
- b. performance expectations
- c. revocability of the agreement

ACKNOWLEDGEMENT

Employee _____ Date _____

APPROVAL

Supervisor _____ Date _____

Department Head _____ Date _____

ACKNOWLEDGEMENT OF APPROVAL

HR Representative/
HR Contact _____ Date _____

Original: HR Rep/HR Contact

Copies: Supervisor and Employee

NOTE: *The Flexible Working Arrangements Agreement Form is also required to request the Telecommuting option.*