



## Telework Agreement

### The employee agrees to the following conditions:

The employee will keep their work calendar up-to-date and will remain accessible and productive during scheduled work hours.

Non-exempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

Non-exempt 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 his or her supervisor and co-workers.

The employee will comply with all 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 have arrangements in place for regular dependent care and understands that telecommuting is not a substitute for dependent care. In state of emergency 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 report work-related injuries to his or her supervisor as soon as practicable.

The College will provide the following equipment: \_\_\_\_\_

\_\_\_\_\_

The employee will provide the following equipment: \_\_\_\_\_

\_\_\_\_\_



The employee agrees that St. Mary's College of Maryland's equipment will not be used by anyone other than the employee and only for College related work. The employee will not make any changes to security or administrative settings on College equipment. The employee understands that all tools and resources provided by the company shall remain the property of the College at all times.

The employee agrees to protect company 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 the College's policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary information accessible from their home offices.

St. Mary's College of Maryland will reimburse employee for the following expenses:

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Employee will submit expense reports with attached receipts in accordance with the College's expense reimbursement policy.

The employee understands that all terms and conditions of employment with the College remain unchanged, except those specifically addressed in this agreement.

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 St. Mary's College equipment and documents upon termination of employment.

Prior to commencing telework employees are required to schedule an appointment with the Office of Information Technology to ensure they have received the hardware, software and remote access they need to perform their job remotely.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

AVP of Human Resources signature: \_\_\_\_\_ Date: \_\_\_\_\_