

TELECOMMUTING AGREEMENT

Confidential • Human Resources Document

TO:	
FROM:	
DATE:	
RE:	Telecommuting Agreement

This memorandum serves as a formal agreement between the employee named above and the Department of , through which the employee is authorized to telecommute from a location other than the primary departmental office located at:

This agreement is authorized on: a) Trial Basis b) Designated Period Below

Important Notice:

Albany State University management reserves the right to modify any conditions of this agreement at any time, or to cease this arrangement altogether without advance notice.

1. DURATION

Agreement valid from: to: (max. one year; renewable)

Thirty (30) days prior to expiration, or at any time during the period, both parties will conduct a review that may result in reactivation or termination of this agreement.

2. WORKING LOCATION

Approved telecommute address:

Unless the work location is specified in the employee's official job description as regularly remote, mileage to the main campus will not be reimbursed.

3. WORKING HOURS

Approved telecommute days: day(s) per on a schedule that will:

a) Fixed day: b) Vary week to week

On approved telecommute days the employee must be actively working at least eight (8) hours during normal business hours, with a one-hour lunch break.

- Exempt (monthly): Monthly leave reports due last working day of the month.
- Non-exempt (hourly): Weekly work logs due every Monday by 9:00 a.m.

Submit leave requests to:

The employee agrees that telecommuting requires 100% commitment during work hours and will ensure household duties—including child care—do not interfere with work time.

4. TELEPHONE, COMPUTER, NETWORK & EQUIPMENT

The employee agrees to maintain a telephone line accessible for calls and faxes at their own expense. Network and IT access will be established in accordance with ASU policy.

Equipment Arrangement (select one):

Option A – ASU-Provided Equipment

ASU will provide an institutional computer and printer for official duties only, per all ASU IT policies. An Equipment Loan Agreement must be completed before removing any state property from the primary work site.

Equipment list:

Option B – Employee-Provided Equipment

The employee will provide their own internet-accessible computer and printer and must maintain internet access at their own expense as a condition of employment.

5. WORK ASSIGNMENTS

The employee will receive work assignments by corresponding with their immediate supervisor at the beginning of each work day or as needed. Assignments may also be communicated by phone, email, or delivery.

Assignment pick-up / drop-off location:

Completed assignments may be submitted via email or returned to the designated location unless otherwise directed by the immediate supervisor.

6. PHYSICAL HOME OFFICE SPACE & LIABILITY

The employee agrees to maintain a designated workspace in their home. Workers' compensation coverage is limited to injuries occurring within the designated workspace or during work-related travel. All injuries will be investigated per Georgia DOAS standard workers' compensation procedures.

Limitation of Liability:

ASU is released from liability for illness or injury resulting from home office conditions. ASU will not be liable for damage to the employee's personal property. Visitors and family members are not permitted in the workspace during work hours; ASU bears no responsibility for injuries to third parties at the work site.

The employee is responsible for establishing and maintaining an appropriate, ergonomically sound work environment at their own expense. ASU will not bear any costs associated with home office setup.

Written health & safety confirmation due by:

7. CURTAILMENT OF THE AGREEMENT

The employee's supervisor or unit head may terminate participation in this agreement at any time. Management reserves the right to remove the employee from the program at any time.

Upon not less than seven (7) working days' notice, the employee will report to the primary departmental office or another location assigned by the supervisor.

The employee agrees to limit officially assigned duties to the work location specified in Section 2. Non-compliance may result in termination of this agreement and additional disciplinary action.

EMPLOYEE ACKNOWLEDGMENT & ACCEPTANCE

By signing below, the employee confirms they have read and understand all terms and conditions of this Telecommuting Agreement. Any concerns should be directed immediately to:

Direct Supervisor:

Employee Printed Name _____

Date _____

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Department Head Signature (if required) _____

Date _____

ASU Policy Notice

During the period of this agreement, the employee agrees to comply with all ASU policies and procedures governing employment. The dates in the Duration section do not constitute an employment contract and do not guarantee continuation of employment.