

## TELECOMMUTING WORK ARRANGEMENT AGREEMENT

Telecommuting is intended to create flexible conditions that will help employees accomplish their work effectively without disruption to City services especially leading up to, during and/or immediately after emergency events.

This Telecommuting Arrangement Agreement is established between City of Tyler's \_\_\_\_\_ Department and \_\_\_\_\_ [Employee Name].

This agreement shall become effective as of \_\_\_\_\_ and shall remain in effect until \_\_\_\_\_ unless modified or terminated by the department or the employee, with notification of at least two (2) business days. However, in the event of a workplace emergency, the agreement may be suspended immediately and indefinitely.

This agreement is subject to the employee satisfying the following conditions on a continuing basis:

1. The employee shall perform all job duties at a satisfactory performance level.
2. The employee's work schedule does not interfere with normal interactions with his/her supervisor, co-workers, or citizens/customers.
3. The employee's schedule does not adversely affect the ability of other City employees to perform their jobs.
4. The employee assures his/her accessibility to co-workers who maintain the City's regular working schedule.
5. The employees paid leave will be earned and used in the same manner as prior to this flexible work arrangement agreement and be subject to all other applicable City policies.
6. The employee maintains this agreed-upon work schedule.

All of the employee's obligations and responsibilities, and terms and conditions of employment with the City remain unchanged, except those specifically changed by this agreement. Any non-compliance with this agreement by the employee may result in modification or termination of the flexible work arrangement established by this agreement.

If applicable, the employee may be provided with City supplies and equipment to perform work from home. The equipment is as follows:

Flexible Work Schedule: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hardware: \_\_\_\_\_

Software: \_\_\_\_\_

Other (supplies) \_\_\_\_\_

I have read and understand this agreement and the City's Emergency Event Telecommuting Policy. By signing below, I agree to be bound by its terms and conditions.

Requested by: \_\_\_\_\_/\_\_\_\_\_

Employee Signature/Date

Supported by: \_\_\_\_\_/\_\_\_\_\_

Name of Immediate Supervisor/Date

Approved by: \_\_\_\_\_/\_\_\_\_\_

Name of Director of \_\_\_\_\_/Date

Approved by: \_\_\_\_\_/\_\_\_\_\_

Name of Director of Human Resources/Date