



Short-Term Telework Request and Agreement

Employee Information

Name: _____ Hire date: _____

Job title: _____

Department: _____

FLSA status: ☐ Exempt ☐ Non-exempt (hourly)

Bargaining Unit: ☐ Yes ☐ No

This temporary telecommuting agreement will begin and end on the following dates:

Start date: _____ End date: _____

Temporary work location: _____

Employee schedule: _____

EQUIPMENT INFORMATION

LMHA will provide the following equipment: _____

The employee will provide the following equipment: _____

The employee agrees to the following conditions:

- The employee 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, which includes a daily report of activities.
- The employee will comply with all LMHA rules, policies, practices and instructions that would normally apply if the employee were working at the employer's work location.
- The employee will maintain satisfactory performance standards.

- The employee will make arrangements 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 practicable.
- The employee agrees that LMHA equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on LMHA equipment. The employee understands that all tools and resources provided by the company shall remain the property of the company 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 LMHA's policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices.
- Employee will submit expense reports (e.g., mileage) with attached receipts in accordance with LMHA's expense reimbursement policy.
- The employee understands that all terms and conditions of employment with the company 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 company equipment and documents within two (2) days of termination of this short-term agreement or employment.

The above does not supersede the LMHA Personnel Policy Manual Section 4.08 Teleworking – Alternative Work Arrangement for Non-Bargaining Unit Staff as prescribed.

Employee Signature: _____ Date: _____

Manager Recommendation: ☐ Yes ☐ No

Manager Comments: _____

Manager/Supervisor Signature: _____ Date: _____

Human Resources Signature: _____ Date: _____