SAMPLE COMPANY TELEWORKER AGREEMENT - SHORT

These conditions for teleworking are agreed upon by the teleworking employee, the supervisor, and approved by the manager.

(Print name) __________________________ agrees to work at the following remote location:

1. The employee’s telework work hours will be: __________________________

2. The following are typical assignments to be worked on by the employee at the remote work location: __________________________

3. The following equipment will be used by the employee in the remote work location:
   (Please specify whether equipment is employer or employee-owned.)
   __________________________

   1. The following items qualify for reimbursement by the employer when a teleworker is working remotely:

      | Reimbursed expenses | Type of reimbursement |
      |---------------------|-----------------------|
      |                     |                       |
      |                     |                       |

   1. The teleworker agrees to call the office to obtain messages __________ while working remotely.

   1. Additional conditions agreed upon by the teleworker and the supervisor are as follows:

      __________________________

This agreement is subject to cancellation by the management at any time without cause.

I have read and understand these statements and agree to the conditions stated above.

Employee __________________________ Date __________________________

Date: __________________________

Teleworker’s signature: __________________________

Supervisor’s signature: __________________________

Approved by: __________________________

Date: __________________________

Manager’s signature: __________________________