

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: _____