



Telecommuting Agreement

Telecommuting is a voluntary agreement between Human Resources, the manager/supervisor and the telecommuter. This agreement begins on _____ and continues until _____, and must be renewed annually. It can be discontinued at any time by either party with _____ days notice and without adverse repercussions.

1. The telecommuter will telecommute to the following alternative worksite _____(Home).
2. In office days will be _____. Home office days will be _____. The telecommuter agrees to be available during the assigned business hours of _____ to _____ for communication through such methods as dedicated phone line, voice mail, modem, cell phone, text, fax, etc., and agrees to respond within _____ minutes/hours. Employee initiated schedule changes must be with advanced approval by the manager.
3. The duties, obligations, responsibilities and conditions of the telecommuter's employment with Illinois Heartland Library System remain unchanged. The employee's salary, retirement, vacation and sick leave benefits, and insurance coverage shall remain the same.
4. Work hours, overtime compensation, use of sick leave, and approval for use of vacation will conform to IHLS policies and procedures, departmental guidelines, or to the terms otherwise agreed upon by the employee and the supervisor.
5. The telecommuter agrees to maintain a safe and ergonomically sound work environment, to report work-related injuries to the supervisor, HR Representative or the Executive Director, and to hold IHLS harmless for injury to others at the telecommuting location. The employee agrees to allow an authorized IHLS representative to inspect the home office as needed.
6. The telecommuter agrees to provide a secure location for IHLS-owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than IHLS business. All equipment, records, and materials provided by IHLS shall remain IHLS. The telecommuter agrees to allow IHLS reasonable access to its equipment and materials.

7. The telecommuter agrees not to use his/her personal vehicle for IHLS business unless specifically authorized by the supervisor.
8. The telecommuter agrees to return IHLS equipment, records, and materials within ___ days of termination of this agreement. All IHLS equipment will be returned to the designated office by the employee for inspection, repair, replacement, or repossession with ___ days written notice.
9. IHLS will pay for the following expenses:
 - Maintenance and repairs to IHLS owned equipment. This equipment is _____; and, _____.
 - Employees will submit claims on a Travel Expense Claim along with receipt, bill or other verification of the expense.
10. The department/division/school will not pay for the following expenses:
 - Maintenance or repairs of privately owned equipment;
 - Utility costs associated with the use of the computer or occupation of the home;
 - Office and equipment supplies.
 - Travel expenses.
11. The telecommuter agrees to seek advanced approval by the supervisor to use sick leave, vacation, time off, or other leave credits. Overtime to be worked must be approved in advance by the supervisor.
12. The telecommuter agrees to make regular dependent care arrangements during telecommuting periods.
13. The telecommuter will implement the steps for good information security in the home-office setting and will check with his/her supervisor when security matters are an issue.
14. Management retains the right to modify the agreement on a temporary basis as a result of business necessity (for example, the employee may be required to come to the office on a particular day) or as a result of an employee request supported by the supervisor.
15. The telecommuter understands that he or she is responsible for tax and insurance consequences, if any, of this arrangement, and for conforming to any local zoning regulations.

I have read this Telecommuting Agreement and agree to its terms.

Telecommuter Signature

Date

Supervisor Signature

Date

HR Representative Signature

Date



Telecommuting Agreement

This Telecommuting Agreement (“Agreement”) is made and entered into as of the ___ day of _____, 20___, by and between Illinois Heartland Library System (“IHLS”) and _____ (“Employee”). **IHLS does not at any time require that any employee telecommute (or work from home).** The decision to telecommute is a decision made purely voluntarily by the employee after IHLS notifies the employee that he/she is eligible to participate in a telecommuting arrangement. Telecommuting for each particular IHLS employee is permitted only when approved by Human Resources and the employee’s manager/supervisor. This agreement begins on _____ and may be terminated at any time at the sole discretion of IHLS, at which time, assuming the employee’s employment continues, the employee will then be required to return to working on-site. In turn, should the employee at any time decide to discontinue telecommuting and work on-site, the employee may do so by notifying the employee’s supervisor.

1. The telecommuter will telecommute to the following alternative worksite: Home.
2. In office days will be _____ of each week. Home office days will be _____ of each week. While telecommuting, the employee agrees to be available during the assigned business hours of _____ to _____ for communication through such methods as dedicated phone line, voice mail, modem, cell phone, text, fax, etc., and agrees to respond within _____ minutes of any request. Any schedule changes must be approved in advance in writing by the employee’s manager.
3. The duties, obligations, responsibilities and terms and conditions of the employee’s employment with IHLS remain unchanged. The employee’s wage or salary rate, retirement, vacation and sick leave benefits, and insurance coverage shall remain the same. In addition, the employee remains obligated to comply with all IHLS rules, practices, and policies while engaged in work under the terms of this agreement.
4. Work hours, overtime compensation, use of sick leave, and approval for use of vacation will conform to IHLS policies and procedures, departmental guidelines, or to the terms otherwise agreed upon in writing by the employee’s supervisor.
5. The employee agrees to maintain a safe and ergonomically sound work environment, free of trip hazards and any other hazards. The employee agrees to submit three photographs of the home workspace to IHLS upon IHLS’s request. The

employee agrees to immediately report work-related injuries to the supervisor, an HR Representative, or the Executive Director, and to hold IHLS harmless for injury to others at the telecommuting location. The employee agrees to allow an authorized IHLS representative to inspect the home office as needed at any time in IHLS's sole discretion.

6. The employee agrees to provide a secure location for IHLS-owned equipment and materials, and all confidential information, and will not use, or allow others to use, such equipment or materials for purposes other than IHLS business. All equipment, records, and materials provided by IHLS shall remain IHLS' property. The employee agrees to keep IHLS confidential information, including, but not limited to, information concerning IHLS finances, loans, agreements and/or arrangements with funding sources and/or customers and vendors completely confidential and in a secure location. The employee agrees to allow IHLS access to its equipment, materials, and all confidential information at any time.
7. The employee agrees not to use his/her personal vehicle for IHLS business unless specifically authorized by the employee's supervisor in writing.
8. The employee agrees to return IHLS equipment, records, and materials (including all confidential information and any and all copies thereof) within three (3) days of termination of the employee's employment for any reason, whether voluntary or involuntary. In addition, if either the employee decides to cease telecommuting under the terms of this agreement or if IHLS provides the employee with notice of termination of this agreement and requires the employee to return to in-person working at IHLS, the employee will immediately return to IHLS all IHLS equipment to the office by IHLS for inspection, repair, replacement, or return to IHLS.
9. IHLS will pay for the following expenses:
 - Maintenance and repairs to IHLS-owned equipment. This equipment is _____; and _____.
 - **ONLY FOR EMPLOYEES WHO ARE REQUIRED TO DRIVE DURING WORKING TIME AS PART OF THEIR REGULAR JOB DUTIES:** The employee will submit claims on a Travel Expense Claim along with receipt, bill, or other verification of the expense.
 - If driving is not part of an employee's regular job duties, but IHLS requests/requires an employee to drive the employee's own vehicle for purposes of attending a conference/meeting out of the employee's home area, IHLS will reimburse the employee for mileage in connection with the commute to and from the conference/meeting if the employee submits the claim on a Travel Expense Claim along with a description of the conference/meeting attended and its location along with the number of miles driven to and from such conference/meeting.
10. IHLS will not pay for the following expenses:

- Maintenance or repairs of privately owned equipment.
- Utility costs associated with the use of the computer or occupation of the home.
- Office and equipment supplies.
- Travel expenses.

11. The employee must receive advance written approval of the employee’s supervisor to use sick leave, vacation, time off, or other leave credits. Overtime to be worked must be approved in advance in writing by the employee’s supervisor.
12. The employee agrees to make regular dependent care (child, elder care, or an individual in which you hold guardianship) arrangements during telecommuting periods. EXAMPLE: THIS MEANS THAT THE EMPLOYEE CANNOT USE WORKING TIME TO ENGAGE IN ANY CHILD CARE. ALL CHILDREN WHO REQUIRE SUPERVISION MUST EITHER BE OUT OF THE HOME (SUCH AS AT A BABYSITTER, CHILD CARE PROVIDER, SCHOOL, OR OTHER SIMILAR LOCATION) OR A BABYSITTER OR CHILDCARE PROVIDER MUST BE PRESENT IN THE HOME WHILE THE EMPLOYEE IS WORKING.
13. The employee will implement the steps for good information security in the home-office setting and will check with his/her supervisor when security matters are an issue.
14. Management retains the right to modify this agreement on a temporary basis as a result of business necessity (for example, the employee may be required to come to the office on a particular day) or for any other reason as determined by IHLS. As set forth above, IHLS also retains the right to terminate this agreement permanently and require that the employee return to working on-site at all times.
15. The employee understands that he or she is responsible for tax and insurance consequences, if any, of this arrangement, and for conforming to any local zoning regulations.

I have read this Telecommuting Agreement and agree to its terms.

Telecommuter/Employee Signature

Date

Supervisor Signature

Date

HR Representative Signature

Date