

City of Grand Rapids Telework Agreement

Employee Information

Name: _____ Hire date: _____
Job title: _____
Department: _____
FLSA status: Exempt Nonexempt
Union Affiliation: _____

Telework Information

Planned start date: _____ Planned end date: _____
Temporary work location:
Employee's Primary Residence _____
Flexible Locations _____
Other _____

Schedule Information

Standard Work Schedule _____ Flexible schedule _____
If "flexible" please note the arrangement: _____

Agreement

By signing this agreement, the employee agrees to the following:

- 1) The employee acknowledges receipt of the City of Grand Rapids Teleworking Policy and agrees to comply with all of the terms and conditions contained therein.
- 2) The employee understands that all terms and conditions of employment with the City remain unchanged, except those specifically addressed in the teleworking policy and/or this agreement.
- 3) The employee agrees to comply with City of Grand Rapids' 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.
- 4) The employee understands that management retains the right to modify or terminate this agreement on a temporary or permanent basis for any reason at any time.
- 5) The employee agrees to return company equipment and documents within five days of the end telecommuting or termination of employment.

Employee signature: _____ Date: _____

Manager signature: _____ Date: _____

Submit signed agreement to the Labor Relations Office