

Diocese of Saginaw
Short-Term Telecommuting Agreement

Employee Information

Name: _____ Date: _____

Job title: _____

Department: _____

Supervisor: _____

FLSA status: Exempt ____ Non-exempt ____ Full-time ____ Part-time ____

If part-time, number of hours worked per week: _____

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

Start date: _____ End date: **To Be Determined**

Temporary work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

- The employee will remain accessible and productive during scheduled work hours.
- The employee will have their office phone forwarded to their cell phone so they are reachable during business hours.
- Exempt and non-exempt employees will record all hours worked and APL taken in accordance with regular timekeeping practices.
- Non-exempt employees will obtain supervisor approval prior to working unscheduled overtime hours.
- All employees approved for working at home are to maintain the practice of submitting a time card.
- 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 weekly written report of activities.
- The employee will comply with all Diocese of Saginaw rules, policies, practices and instructions that would 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, secure and professional work environment at all times, removing all barriers which might cause tripping or accidents, electric shock, or other injury to oneself or others.
- 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 Diocese.
- The employee will report work-related injuries to his or her supervisor as soon as practicable.
- The employee has all equipment in order to complete his or her work and is not taking equipment away from the office.
- The employee agrees that Diocese of Saginaw materials will not be used or accessed 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 Diocese of Saginaw equipment unless done in consultation and with the approval of the Diocesan Technology Coordinator. The employee understands that all tools and resources provided by the Diocese shall remain the property of the Diocese of Saginaw at all times.
- The employee agrees to protect Diocese of Saginaw tools and resources from theft or damage and to report theft or damage to his or her supervisor immediately.
- The employee agrees to comply with Diocese of Saginaw policies and expectations regarding information security and confidentiality. The employee will be expected to ensure the protection of proprietary Diocese of Saginaw and customer information accessible from their home offices.
- The employee understands that all terms and conditions of employment with the Diocese of Saginaw 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 Diocese of Saginaw documents and other resources within five days of termination of employment.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Human Resources signature: _____ Date: _____