

Teleworking Agreement

Telework is a management tool that may be used to increase productivity and morale of employees, boost efficiency in the use of space, reduce operational costs, lessen the environmental impact of vehicle travel, and accommodate special needs of employees. By having a telework policy, St. Louis County strives to be an example of how telework can enhance organizational and operational efficiency while enhancing the quality of life in the St. Louis region. The county encourages the use of telework in situations where it will be to the mutual benefit of employees, the county, and the county taxpayers.

The purpose of this Teleworking Agreement (“Agreement”) is to solidify your telework arrangement. The attached Telework Policy fully outlines the conditions applicable to an arrangement for performing work at a remote workplace and must be fully reviewed prior to submitting this Agreement to your supervisor.

Your total number of work hours are not expected to change during the Agreement. Overtime is not permitted unless preapproved by the Appointing Authority.

While teleworking, you are bound by all applicable St. Louis County rules and regulations, as well as applicable County and State laws and regulations. If you are unable to work, you must request and be approved for leave. If you become sick while teleworking and your illness prevents you from working, you may use PTO/sick leave.

This Agreement requires you to:

1. Be accessible via telephone, teleconferencing, and/or e-mail.
2. Regularly check voicemail and timely respond to messages and e-mails while teleworking.
3. Maintain the security of confidential or sensitive information and protect department/office records from unauthorized disclosure.
4. Provide a timesheet each pay period.

Revocation of telework privileges may occur at the sole discretion of the Appointing Authority if an employee fails to comply with the Temporary Telework Policy or this Agreement. Nothing in this Agreement precludes the department or office from taking any appropriate action, up to and including termination, against an employee for failing to comply with the provisions of the Temporary Telework policy or this Agreement.

Employee’s Name

Employee’s Signature

Date

Appointing Authority’s Name

Appointing Authority’s Signature

Date