

COMMUNITY SERVICES AGENCY TELECOMMUTING AGREEMENT

This agreement is between _____ and the Community Services Agency that specifies the telecommuting arrangement and is signed when the employee has been approved by the CSA Manager for the Telecommuting Program.

1. Employee agrees to comply with all County Policies and Department Policies, and Fair Labor Standard Acts. No work is to be performed outside of the approved schedule and overtime must be pre-approved by your manager.
2. Work assignments on telecommuting days will be reported and accounted for as required by their unit.
3. Employee agrees to monitor emails, Teams, calls, and text messages on a daily basis and respond within a reasonable time based off of unit expectations, but no later than 24 hours. Do not allow your voicemail to get full which prohibits the ability to leave messages.
4. Employees will cover all costs incurred while working at home.
5. Telecommuter shall maintain a functional phone (CSA issued phone/softphone) in order to receive messages and bulletins.
6. Employee must participate in all scheduled teleconference or online trainings and in-person meetings.
7. Employees who telecommute are expected to follow all appropriate rules and policies of the Community Services Agency regarding security and confidentiality of information, including computer data and file security. The employee will apply approved safeguards to protect records from unauthorized disclosure or damage. All records, papers, and correspondence must be safeguarded for their return to the office.
8. Employees may not duplicate Community Services Agency Software for personal use or allow non-Community Services Agency personnel to use it. Passwords may not be stored on employee owned equipment and security measures must be initiated whenever the computer is left unattended.
9. An employee who telecommutes and elects to use the employee's personal computer is expected to provide any necessary hardware as well as telephone lines and internet service to telecommute successfully.
10. CSA will not assume responsibility for set-up or operating costs at an alternate worksite, including telephone or internet services, additional equipment purchased or maintained, etc. CSA will not assume responsibility for technical support for home equipment and/or internet connectivity. Employee is solely responsible for the maintenance and repair of personal equipment and internet.
11. Expenses for the employee's equipment and work site (e.g., maintenance, repair, insurance) are the employee's responsibility.
12. The employee shall release Stanislaus County from any liability resulting from the use of his/her own computer.
13. Telecommuter's shall comply with computer software licensing agreements, Community Services Agency and federal laws, including copyright and patent laws.
14. Products, documents and other records used and/or developed while working under the telecommuting agreement will remain the property of, and be available to the Community Services Agency.

15. Upon termination of the telecommuting agreement or employment, the employee will within one business day return all Community Services Agency property to the CSA IT Help Desk.
16. Employee agrees to obtain from department all supplies needed for work during telecommuting hours. Out of pocket expenses for supplies available from County will not be reimbursed.
17. Employee and supervisor are aware that telecommuting is voluntary and may be terminated consistent with CSA's Telecommuting Program Policy.
18. Employee must reside or telecommute with a reasonable distance to their official duty station, and must be able to return to their official duty station within 90 minutes.
19. Employees should avoid scheduling meetings, field visits, or other events on telework days whenever possible. If an event must be scheduled on a telework day, the employee must work with their supervisor and/or manager in advance. Employees who telework outside of Stanislaus County shall not schedule field visits without prior supervisor approval.

I have reviewed the above material, CSA Telecommuting Program Policy, Telework Environment Checklist and Self Certification with _____ prior to his/her participation in the Community Services Agency's Telecommuting Program.

DATE

MANAGER

I have reviewed the above material and discussed it with my supervisor. I agree to comply with all regulations of the Telecommuting Program and other related County policies, including those stipulated in this agreement.

DATE

EMPLOYEE

Copies of signed agreement forms must be retained by the employee, the supervisor, and in the department personnel file.