

City of Ramsey DRAFT Telecommuting Working Agreement

Employee Info	1. Remote work location: <input type="checkbox"/> Employee residence <input type="checkbox"/> Other (Specify)			
	Employee Name			
	Street Address	City	State	Zip
	Telecommuting will benefit the City of Ramsey by:			

Schedule	2. Teleworking schedule <input type="checkbox"/> On a weekly basis M Tu W Th F <input type="checkbox"/> Occasional basis		
	<input type="checkbox"/> On a monthly basis (regular commuting days e.g., 1 st Tu):		
	3. Core hours		

Equipment	1. City of Ramsey equipment (if any) provided for use at remote work locations:	Approved by IT (if applicable)
	Description	
	5. Databases and information systems the employee will have access to from remote work location (if any):	
6. Non City of Ramsey equipment, software and data permitted to be used.		
Items		

Contacts	7. Frequency and type of contact between employee and supervisor on teleworking days will be:	
	8. Employee will monitor telephone calls from the remote work location and will respond to calls as if at permanent work location. <input type="checkbox"/> Yes <input type="checkbox"/> No. If no, Employee will call the permanent work location at least _____ times per day.	
	9. Conditions/expectations/performance measures/agreed upon by the employee and supervisor:	

My signature below indicates that I have read and accept the terms and conditions of this Agreement as described in the Interim City of Ramsey Administrative Telecommuting Policy		I agree that this employee may telecommute with the conditions identified in the City of Ramsey's interim telecommuting policy.	
Employee Signature	Date:	Signature of City Administrator	Date:
Department Head Signature:	Date:	Human Resources Manager:	Date: