



Telework Agreement

In accordance with OKCPS Administrative Regulation G-32-R3: Teleworking, this Telework Agreement, when properly executed, provides written authorization for an eligible OKCPS Employee to voluntarily enter into a teleworking arrangement, subject to review, evaluation, modification, termination, and/or extension.

Employee Information:

Name: _____ ID# _____

Hire date: _____

Telephone number: _____ E-mail: _____

Job title: _____

Department: _____

Date of Telework Application submission: _____

Telework Application is attached to this Agreement as "Attachment A" if requested by the employee.

Immediate Supervisor Information:

Name: _____ Phone # _____

Job Title: _____ E-mail: _____

Designated Workspace for Teleworking:

Designated Telework location: _____

Physical Address: _____

Mailing address: _____



Teleworking Days and Hours:

FLSA status: Exempt Nonexempt

Scheduled Work Days for Teleworking: M T W R F

Scheduled Working Hours each Telework Day: _____

If non-exempt, method to record actual hours worked: _____

Other considerations:

Authorized Expenses, if any, listed here: _____

Postage? cell phone reimbursement? _____

Non-discrimination

At no time during the process of determining whether an employee and his or her job responsibilities will be considered or authorized for a teleworking arrangement shall any employee be subjected to discrimination or excluded from consideration or participation based on race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity or expression, genetic information, alienage, veteran, parental, family and marital status.

Term of Agreement:

This telework agreement will begin and end on the following dates:

Start date: _____ End date: _____

Date of Evaluation of this Telework Agreement (if any) : _____

The parties agree to the following terms and conditions upon execution of this Telework Agreement:

1. This Telework Agreement is a management option and not an employee right.
2. Employees will remain accessible and productive during scheduled working hours.
3. Unless specifically stipulated within this Telework Agreement, the teleworker's conditions of employment, including working hours, shall remain the same as for non-teleworking employees and wages, benefits, and leave accrual will remain unchanged.



4. Nonexempt employees will record all hours worked and all meal or break periods taken in accordance with the Fair Labor Standards Act. Prior written approval is required for all overtime hours worked. Failure to seek such approval or disregard to denial of overtime could result in disciplinary action.
5. Employees will report to the regular work location as necessary upon directive from his or her supervisor.
6. Flex time is not to be part of this agreement.
7. Employees will ensure regular effective communication and participation in meetings with immediate supervisor and peers is required and expected.
8. Employees will comply with all rules, policies, laws, practices and instructions that would apply if employees were working at the regular work location.
9. Employees will maintain satisfactory performance standards.
10. Employee acknowledges that this agreement will be evaluated on an ongoing basis to ensure that employee's work quality, efficiency, and productivity are not compromised by teleworking.
11. Employees acknowledge that this teleworking arrangement can be terminated at any time by either party, especially if productivity decreases or behavior that detracts from the value of the work is confirmed.
12. Employees will make arrangements for regular dependent care and understand that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions upon written request may be considered for employees with caregiving responsibilities.
13. Employees will maintain a safe, secure and ergonomic work environment at all times.
14. Employee will allow the employer to have access, upon at least 24 hours' notice, to the designated teleworking workspace in order to evaluate for safety; investigate a work related accident or liability claim; and ensure the worksite is conducive to a safe and productive work environment.
15. The employee will report work-related injuries to his or her manager as soon as practicable.
16. Employee understands and agrees that the employee's personal vehicle may not be used for OKCPS unless it is specified below. Authorized mileage will be reimbursed in accordance with Board Policy:
Authorized to use personal vehicle for OKCPS Business:
Yes _____ No _____
17. Employee is responsible for providing space, telephone, printing, networking and/or acceptable Internet capabilities and shall not be reimbursed for these or related expenses, unless otherwise stated below.
OKCPS will provide the following equipment/resources:

18. The employee agrees that OKCPS equipment will not be used by anyone other than the employee and only for business-related work. Any equipment (printer, laptop, i-paid, monitors, hot spots etc.) used for teleworking will be documented in appendix A with disposal values for non-return.



19. The employee will not make any changes to security or administrative settings on OKCPS equipment.
20. Employee understands that all tools and resources provided by OKCPS shall remain the property of OKCPS at all times.
21. Employee agrees to protect OKCPS tools and resources from theft or damage and to report theft or damage to his or her supervisor immediately.
22. Employees agree to comply with OKCPS policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary and confidential information accessible from their home offices.
23. Employee understands that all terms and conditions of employment with the company remain unchanged, except those specifically addressed in this agreement.
24. Employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.
25. Employee agrees to return OKCPS equipment and documents prior to separation of employment or costs of equipment will be deducted from the final check

This Teleworking Agreement is not properly executed unless and until all signatures and dates are obtained.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Cabinet signature _____ Date: _____

Human Resources signature: _____ Date: _____