

People's Place II, Inc.
Telecommuting Agreement

Employee Information (please print)

Name: _____ Hire Date: _____

Job Title: _____

Department: _____ Supervisor: _____

FLSA status: Exempt Nonexempt

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

Start date: _____ End date: _____

Work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

- Will remain accessible and productive during scheduled work hours.
- Will record all hours worked and meal periods taken in accordance with regular timekeeping practices.
- Will use applicable leave if they are unable to work any portion of the telecommuting day.
- Will report to the employer's work location as necessary upon directive from his or her supervisor.
- Will communicate regularly with their supervisor and co-workers as instructed by their supervisor.
- Will comply with all People's Place II, Inc. policies, procedures and practices that would apply if the employee were working at the employer's work location.
- Will maintain performance standards consistent with business needs and employer expectations.
- Will maintain a safe and secure work environment at all times.
- Ensure that the work location is private and maintain confidentiality while working remotely.
- Responsible for furnishing and maintaining the alternate work location in a safe manner, employing appropriate telecommuting security measures and protecting People's Place assets, information and systems.
- Will report work-related injuries to their supervisor within 24 hours of injury.
- Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.

People's Place will provide the following equipment: _____

The employee will provide the following equipment: _____

The employee agrees that People's Place equipment will not be used by anyone other than the employee and only for business-related work. The employee agrees that all electronic device including smartphones, iPads, computers, etc. used for telework will be passcode and/or password protected. The employee will not make any changes to security or administrative settings on People's Place equipment. The employee understands that all tools and resources provided by the company shall remain the property of the company at all times.

The employee agrees to protect company tools and resources from theft or damage and to report theft or damage to their supervisor immediately.

The employee agrees to comply with People's Place policies and expectations regarding information security. The employee will be expected to ensure the protection of confidential company and client information accessible from their home offices.

Some positions will have additional requirements, these are to be documented and attached to this form.

The employee understands that all terms and conditions of employment with the company remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement for any reason at any time.

The employee agrees to return company property within five days of termination of employment.

Employee Signature

Date

Supervisor Signature

Date