

Telecommuter's Assignment is completed to define the specifics of Telecommuting such as frequency, type of work to be completed, the number of times the employee should communicate with the office, etc. The Assignment is completed by the Telecommuter and the telemanager.

Sample Telecommuter's Assignment

Telecommuting, or working from another location such as home or an office close to home, is an assignment that the company may choose to make available to some employees when a mutually beneficial situation exists.

Telecommuting is not an employee benefit, but rather an alternative method of meeting the needs of the company. Employees do not have a "right" to Telecommute. The arrangement can be terminated by either the employee or the company at any time.

Conditions for Telecommuting agreed upon by the Telecommuter and his/her supervisor:

1. The employee agrees to work at the following location:

2. The employee will Telecommute _____ days per week.
3. The employee's work hours will be from _____ a.m. to _____ p.m.
4. The following are the assignments to be worked on by the employee at the remote location, with expected delivery dates:

5. The following equipment will be used by the employee at the remote location:

6. The employee agrees to call the central office to get his/her messages at least _____ times per day.
7. The employee agrees to check and respond to e-mail messages at least _____ times per day.
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The Riverside County Transportation Commission (RCTC) and the San Bernardino Associated Governments (SANBAG) are not engaged in rendering legal advice, and provides these forms free of charge solely to assist businesses exploring telecommuting arrangements with their respective employees. By using these materials, the recipient (1) acknowledges and agrees that RCTC and SANBAG make no representations regarding the sufficiency (legal or otherwise) of these materials in any particular jurisdiction or for any particular business purpose, and (2) voluntarily and knowingly assumes all risks associated with their use

7. The employee agrees to get all supplies needed for teleworking from the company office. Reimbursement for out-of-pocket expenses for supplies will need prior supervisory approval.

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8. Additional conditions agreed upon by the telemanager and Telecommuter are as follows:

I have reviewed the Telecommuter's assignment with _____ prior to his/her participation in the company's Telecommuting program.

Date	Supervisor Name	Signature
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The above material has been discussed with me.

Date	Employee Name	Signature
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