**COVID-19 Phase 3 Temporary Telework Agreement**

This **COVID-19 Phase 3 Temporary Telework Agreement** recognizes that [AGENCY] will continue to use telework as a strategy to help slow the spread of COVID-19 and to help keep our employees safe while they continue to provide important services to the people of the Commonwealth. Employees will continue to telework whenever possible unless performing work or activities that necessitate an on-site presence.

To support employees in a temporary telework arrangement, [AGENCY], on an individualized basis and by need, will provide employees the equipment to allow for successful teleworking, including the dissemination of telework related policies and training. [AGENCY] will also ensure managers and supervisors receive appropriate telework training and that they define and set forth the teleworking employee’s responsibilities as well as maintaining effective communication with teleworking employees.

The contact for questions about telework at [AGENCY] is:

**Employee Information**

Name:   
   
Job title:   
  
Agency:   
  
Temporary work location:   
  
Employee schedule:

**The employee agrees to the following conditions:**

* Employee will remain accessible and productive during scheduled work hours.
* Employee will track and record all hours worked, in accordance with regular timekeeping policies and practices.
* Employee will work with their supervisor for any interrupted schedules, including the need to flex their time or request a Telework Flexible Work Program (TFWP).
* The employee will seek prior approval for an alternative work location other than their residence.
* The employee will communicate regularly with their supervisor and co-workers.
* Employee will comply with all rules, policies, practices, and instructions as explained in the Telework Policy for Executive Branch Agencies and the Phase 3 Addendum.
* Employee will maintain satisfactory performance standards.
* Employee will maintain a safe and secure work environment at all times.
* Employee will report work-related injuries to his or her manager as soon as practicable.
* Employee acknowledges that they must adhere to regular time and attendance procedures.

[AGENCY] has provided the following equipment:

The employee agrees that work-issued equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on work equipment. The employee understands that all tools and resources provided shall remain the property of the agency at all times.

The employee agrees to protect Commonwealth tools and resources from theft or damage and to report theft or damage to his or her manager immediately.

The employee agrees to comply with the agency and EOTSS policies and expectations regarding information security from any work location.

The employee understands that all terms and conditions of employment with the Commonwealth remain unchanged, except those specifically addressed in this agreement, the Executive Branch Telework Policy and the Phase III Addendum Telework Policy.

Employee e-signature: \S\ [Type name here]

Date:

Manager/Supervisor e-signature: \S\ [Type name here]

Date: