

## South Carolina Sample Telecommuting Agreement

This is an agreement between \_\_\_\_\_ (agency) and \_\_\_\_\_ (employee) and shall cover the period from \_\_\_\_\_ through \_\_\_\_\_.

This agreement establishes the terms and conditions of telecommuting. The employee agrees to participate in the telecommuting program and to follow the applicable guidelines and policies. The agency agrees with the employee's participation. **The employee's signature on this agreement constitutes acceptance of the terms listed throughout the Telecommuting Guidelines (or Policy).**

**Designation of Alternate Workplace and Hours:**

The following are the working hours and locations agreed to by both parties:

<b>General Work Hours:</b>			
<b>(Day)</b>	<b>(Hours)</b>		<b>(Location)</b> P=Primary Workplace A=Alternate Workplace
	<b>From</b>	<b>To</b>	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Primary Workplace: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

Alternate Workplace: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

**Equipment Used in Alternate Workplace**

The following table lists the agency or state equipment that will be used at the alternate workplace (attach additional documentation if needed):

Item:	Inventory Number:	Date Out:	Date Returned:
1.			
2.			
3.			
4.			
5.			

**Special Conditions or Additional Agreements (List if applicable):**

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I have read and received a copy of the Telecommuting Guidelines (or Policy) and fully understand issues regarding: pay, attendance, advancement, leave, overtime, office location, liability, workers compensation, operating costs, safety, evaluation, termination of agreement, and equipment maintenance.

We agree to abide by the terms and conditions of this agreement.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Agency Head or Designee: \_\_\_\_\_

Date: \_\_\_\_\_

**THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**