



TEMPORARY TELEWORK APPLICATION & AGREEMENT

Purpose

This is a short-term discretionary program and must be discussed and considered on a case-by-case basis with the unit supervisor and individual employee. For full policy, click here: [Policy 3.138](#)

Employee Telework Information

Employee Name:	
Job Title:	
Department:	
Supervisor:	
Location where telework will be performed:	
Telework arrangement effective dates: <i>(If unsure, leave end date blank)</i>	—

NOTE: If you are requesting to telecommute for a [reasonable accommodation](#), complete [this form](#) and return it to HRS within five (5) days.

Temporary Telework Schedule

Day of Week	Work Hours	Work Location
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Availability Information

What is your preferred method of contact when you telework? (Check all that apply)

Phone

Zoom

Email

Text

Other (please describe)

Human Resource Services

500 8th Avenue, Lewiston, ID 83501 | 208-792-2269 | www.lcsc.edu/hr



Equipment and technology access

Specify any equipment or technology access the employee will need to telework and whether it will be employee or employer provided. In the event of equipment failure or service interruption, the employee must notify employer immediately to discuss alternate assignments or other options.

Equipment Needed:	Provided by Employee or LC State?

If the equipment is provided by LC State, please add serial number/ service tag, description of equipment, replacement value of equipment, and your department. (Ex: Dell Optiplex computer & mouse)

What potential gaps could your temporary telework raise with external customers, internal customers, coworkers, your managers and others? How will they be handled?

Agreement

I have read and understand the [Telecommuting Policy](#), and the attached employee telecommuting agreement. I agree to the duties, obligations, responsibilities and conditions for teleworkers described in the policy.

Employee Signature Date

Human Resource Services Date

I authorize a Temporary Telework arrangement for the above employee. Copies to be retained by employee and supervisor.

Supervisor Date

Dean/VP/President Date

Risk Management/Administrative Services Date

Risk Management/ Administrative Services will return completed application to supervisor and forward to HR and the IT Helpdesk for a ticket to be created. IT will contact employee for consultation before equipment can leave campus, at which time the ticket will be closed. A new ticket will need to be created when the equipment is returned.



Supervisor Expectations

A. Teleworking Plan

Supervisors must work with employees to develop a teleworking plan that includes the following:

1. Communication strategies – ensuring that the teleworker can effectively manage their workload and does not have a negative impact on the department and/or co-workers. Also ensuring that the teleworker and the supervisor have regular communication.
2. Performance Expectations – defining performance expectations and deliverables.
3. Telework location, work hours, and schedule – defining how documentation will be shared with the supervisor.
4. Equipment, Supplies, Data Privacy/Sharing, and Accessibility – defining how those will be covered during temporary teleworking situations.
5. Emergency Plan – developing emergency and back-up strategies with necessary phone numbers and a messaging plan in case of equipment failure or other emergencies
6. Meetings – planning for participation in scheduled meetings as necessary.

This plan must be discussed and implemented in advance of any situation that may require temporary teleworking. The telework arrangement is not open-ended. The plan can be changed or canceled by LCSC at any time. A telework agreement will be canceled if the teleworker has performance issues, a change in job duties/responsibilities, or when the needs of LCSC are not being met.

EMPLOYEE TELECOMMUTING AGREEMENT

Legal Authority: The rules of the Division of Human Resources are adopted pursuant to Section 67-5309, Idaho Code. The Division shall determine the policies of the Idaho Personnel System.

Terms of Telecommuting Agreement

The terms of this agreement must be read in conjunction with agency specific telecommuting policies. Signatures certify they will abide by the terms of this agreement, all applicable telecommuting policies, and all agreement specific terms established by the employing agency

1. Safety

- Employee will verify the safety of an alternate worksite.
- Employee is covered by the Idaho State Insurance Fund's Workers' Compensation Program, as appropriate, if injured while working at the alternate worksite.
- Employee agrees to bring to the immediate attention of his/her supervisor any accident or injury that occurs while working at an approved alternate work location.
- Supervisor will investigate all accident and injury reports immediately following notification.
- Agency reserves the right to inspect the alternate work location to ensure safety standards are met.

2. Confidentiality and Information Security

- Employee will apply approved safeguards, in accordance with agency policy, to protect agency or state records from unauthorized disclosure or damage, and will comply with all records and data privacy requirements set forth in state law, agency specific policies, and state policies.
- Employee will conduct work at the alternate work location in compliance with all information security standards.

3. Work Standards and Performance

- Employee will consult with their supervisor to receive assignments and to review completed work as the supervisor deems necessary or appropriate.
- Employee may be required to return to the central work location on scheduled telecommuting days based on operational requirements.
- Employee will complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor.
- Employee agrees to perform telecommuting work at the agency-approved alternate work location(s) and times defined in this agreement unless they notify and receive explicit approval from a supervisor to temporarily shift telecommuting work to another alternate work location or time period. Failure to comply with this provision may result in termination of the telecommuting agreement, and/or appropriate disciplinary action.
- A teleworking employee would be expected to account for work and non-work hours and take appropriate leave (paid or unpaid) to account for time spent away from normal work-related duties (e.g., to care for children or sick family members).

4. Compensation and Benefits

- All pay rates, leave/retirement benefits, and travel reimbursements will remain as if the employee performed all work at the employee's established central workplace.

4. Compensation and Benefits(cont.)

- A non-exempt employee who telecommutes and has approved overtime at the direction of a supervisor will be compensated in accordance with applicable law and state policy.
- Employee understands that supervisors will not accept unapproved overtime work from non-exempt employees. By signing this form, employee agrees that failing to obtain proper approval for overtime work may result in termination of the telecommuting agreement and/or appropriate disciplinary action.
- Employee must obtain supervisory approval before taking leave in accordance with established office procedures. By signing this form, employee agrees to follow established procedures for requesting and obtaining approval of leave.

5. Equipment and Expenses

- Employee who borrows agency equipment agrees to protect such equipment in accordance with agency guidelines. State-owned equipment will be serviced and maintained by the agency.
- If employee provides their own equipment, employee is responsible for servicing and maintaining it.
- Neither the agency nor the state will be liable for damages to an employee's personal or real property during the performance of assigned work or while using state equipment in the employee's residence.
- Neither the agency nor the state will be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the use of the employee's residence.

6. Initiation and Termination of Agreement

- The agency and employee understand that telecommuting shall be governed by the same state personnel policies as those applicable to employees at the agency's central workplace except as modified by this agreement.
- Agency concurs with employee participation and agrees to adhere to applicable policies and procedures.
- Employee may terminate this telecommuting agreement at any time unless telecommuting work is a condition of employment. Reasonable notice to the agency should be provided when possible.
- Agency may terminate this telecommuting agreement at any time. (Agreement may be terminated for reasons to include, but not limited to, declining performance and organizational benefit). Reasonable notice to the employee is recommended when feasible.

NOTE: The language used in this agreement does not create an employment contract between the employee and the agency. This agreement does not create any contractual rights or entitlements, but, instead, establishes conditions for permitting an employee to qualify for and continue to exercise the privilege of telecommuting. The agency reserves the right to revise the content of this agreement or its terms, in whole or in part, at its discretion. No promises or assurances, whether written or verbal, which are contrary to or inconsistent with the terms of this paragraph are binding upon the agency.