



**Information Security:**

According to State HR Policy [107.004.050](#), the security level of the information used at the alternate worksite is:

**Level I (Published):**

**Level II (Limited):**

**Level III (Restricted):**

**Level IV (Critical):**

Describe the measures being taken to secure the information and equipment at the alternate worksite?

What review period has been agreed upon for these security measures?

**Acknowledgment:**

The employee agrees to perform services for the employer as a “teleworker.” Teleworking is voluntary and may be terminated at any time by either the employee or employer. Approval to telework does not imply a position is eligible for telecommuting.

The employee’s salary, job responsibilities and benefits will not change because of involvement in teleworking. The employee agrees to comply with all existing job requirements and expectations in effect while in the central worksite.

The employee shall promptly notify the supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances.

Management has discretion to determine whether to allow telework when an employee’s dependents may be in the home during the teleworking hours. If approved, time the employee spends caring for dependents or on other personal business will not be counted as time worked. The employee must gain pre-approval from management prior to using any accrued leave.

I have read and understand State HR Policy [50.050.01](#) Telecommuting and Teleworking, procedures of my organization and this agreement. I agree to abide by and operate in accordance with the terms and conditions outlined. I agree that the sole purpose of this agreement is to regulate teleworking and that it neither constitutes an employment contract nor amends any existing contract.

**Signatures:**

Employee:	Date:
Supervisor:	Date:
Division Administrator:	Date: