

**LINN-BENTON COMMUNITY COLLEGE
TELECOMMUTING AGREEMENT**

Employee's Name	
ID Number	Campus Phone #
Position # & Title	
Department	
Supervisor Name	
Remote Work Location Address	Remote Work Location Phone #
<input type="checkbox"/> Employee Residence <input type="checkbox"/> Other (Specify)	
Telecommuting Schedule <input type="checkbox"/> Weekly basis <input type="checkbox"/> Monthly basis <input type="checkbox"/> Other (specify)	Telecommuting Days <input type="checkbox"/> Mon <input type="checkbox"/> Fri <input type="checkbox"/> Tue <input type="checkbox"/> Sat <input type="checkbox"/> Wed <input type="checkbox"/> Sun <input type="checkbox"/> Thu
If the employee must come into the office on a scheduled telecommuting day, can another day be substituted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Regular Telecommuting Work Hours Start: _____ End: _____ Lunch: _____ Breaks: _____ Core communication hours:	
If Banner is to be used, specify days and times anticipated for its use. 	
Tasks to be Completed 	
Evaluation Criteria 	

Equipment Used

Item

Owner

How will calls for the employee be answered on telecommuting days?

The employee agrees to call the office to obtain messages at least _____ times a day.
Call in times:

Other conditions agreed upon by the employee and supervisor

Date Telecommuting Begins

Date to be Reviewed

I have read and understand the Linn-Benton Community College Telecommuting Procedures and agree to abide by and operate in accordance with them and the terms of this agreement. I agree that, among other things, I am responsible for furnishing and maintaining my remote work location in a safe manner, employing appropriate telecommuting security measures and protecting Linn-Benton Community College's assets, information, and systems.

I understand Linn-Benton Community College may at any time change any or all of the conditions under which I am permitted to telecommute, or withdraw permission to telecommute.

Employee's Signature & Date

Supervisor's Signature & Date