



# TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187  
ELLINGTON, CONNECTICUT 06029-0187

[www.ellington-ct.gov](http://www.ellington-ct.gov)

## Temporary Short-Term Telecommuting Agreement

### Employee Information (to be completed by Human Resources)

Name: \_\_\_\_\_ Hire date: \_\_\_\_\_

Job title: \_\_\_\_\_ Department: \_\_\_\_\_

FLSA status:  Exempt  Nonexempt Union status:  Nonunion  Union

This temporary telecommuting agreement will begin and end on the following dates:

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Reason: \_\_\_\_\_

Temporary work location: \_\_\_\_\_

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

### The employee agrees to the following conditions:

The employee will remain accessible and productive during scheduled work hours.

Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.

The employee will report to the employer's work location as necessary upon directive from his or her supervisor.

The employee will communicate regularly with his or her supervisor and co-workers, which includes a weekly written report of activities.

The employee will comply with all Town of Ellington rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.

The employee will maintain satisfactory performance standards.

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The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.

The employee will maintain a safe and secure work environment at all times.

The Town of Ellington will provide the following equipment: \_\_\_\_\_

\_\_\_\_\_

The employee will provide the following equipment: \_\_\_\_\_

\_\_\_\_\_

The employee agrees that the Town of Ellington 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 Town equipment. The employee understands that all tools and resources provided by the company shall remain the property of the company at all times.

The employee agrees to protect Town equipment 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 Town’s policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices.

The employee understands that all terms and conditions of employment with the Town remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

The employee agrees to return company equipment and documents within five days in the event of termination of employment.

The employee understands that this agreement is a short-term telecommuting agreement and that a return to regular in-office work date will be determined by the First Selectman and the Department Head.

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

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

Department Head Signature: \_\_\_\_\_

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

First Selectman Signature: \_\_\_\_\_

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