# Short-term Telework Agreement

This is an agreement created specifically to address short-term telework during the COVID-19 response. Short-term telework has also been referred to as ad hoc telework in some communications; the terms are interchangeable as applicable to communications regarding telework during the COVID-19 response.

The authority for an employee to telework under this agreement ends at the discretion of DEED.

Employees must complete the following Telework Agreement for authorization to telework. Employees may telework only with supervisor approval. This Telework Agreement is not a contract and can be changed or cancelled by DEED management at any time.

Teleworkers **must** confirm/update their contact information in self-service.

Telework hours are regular work hours and may not be used for personal activities, including but not limited to dependent care or errands. Just as with regular work hours, teleworkers are expected to follow agency vacation and sick leave policies and procedures to request time off to engage in personal activities.

**Employee Name:**

**Date:**

## Telework start date and schedule

Please enter the telework start date, days of the week the teleworker is expected to work, and times of the telework schedule. This schedule can be changed at any time by DEED management.

**Telework Start Date (mm/dd/yyyy):**

**Days of the Week (example: Monday – Friday):**

**Work Hours (example: 8 a.m. – 4:30 p.m.):**

## Equipment/Supplies

The employee is responsible for transporting, maintaining, and protecting all state equipment and supplies for use during telework. Any state-owned equipment and supplies provided for teleworking must be returned when the assigned telework ends.

## Data practices, security, and retention

This telework agreement is an extension of the employee’s assigned work location. The employee is responsible for complying with all laws, rules, regulations, and policies regarding data practices and data privacy.

Data created and maintained while teleworking is government data under the Minnesota Government Data Practices Act. All employees will state-owned equipment unless an explicit exception has been made. Please note that any government data on personal equipment is subject to the state’s data practices and records management statutes.

## Employment conditions

Federal and state law; statewide and agency policies and procedures; job duties, responsibilities, and obligations of employee’s position; and applicable terms and conditions of employment as specified in the collective bargaining agreement/compensation plan continue to be enforced.

## Workers’ Compensation

Employees may be covered by Minnesota Worker’s Compensation laws while in telework status so long as the employee is acting in the course and scope of their employment. It is the employee’s responsibility to report all accidents/injuries that occur while the employee is teleworking to the employee’s supervisor immediately, using the agency’s standard injury reporting process.

## Responsibility for work area and equipment

The employee is responsible for ensuring that the equipment and work area are safe and free from hazards.

## Telework expectations

**The employee’s supervisor must answer the following questions.**

Describe the employee’s work duties while teleworking if different from the duties in the employee’s normal work location. If expected duties are the same, enter “same”:

*Same*

Describe how the employee is expected to communicate with the employee’s supervisor, other staff, and clients:

*Phone, email, Skype, Lync, Text, Zoom or other electronic means.*

Describe how this telework assignment will not result in an increase in work for others:

Managers, Directors, and Program Specialists are able to complete all of their duties remotely without reliance on others to complete their tasks. They do have access to the office as needed in order to access supplies, printers/scanners, other equipment if needed.

Describe how the appropriate technology and tools are in place to ensure access to necessary applications and files, and ensure data security:

Laptop and cell phone is available for use along with VPN as needed. Most programs needed for daily work are accessible via the internet.

## Cancellation

This Telework Agreement can be cancelled at any time by DEED. Upon cancellation, the employee is required to return to work at the employee’s assigned normal work location on the employee’s next scheduled work day.

 **Telework Terms and Conditions**

I agree to perform services for DEED as a teleworker. I understand and agree that my telework arrangement may be changed or cancelled at any time, at DEED’s sole discretion.

I understand and agree that telework hours are regular work hours and I may not use telework hours for personal activities. I understand that just as with regular work hours, I am expected to follow agency vacation and sick leave policies and procedures to request time off from telework to engage in non-work activities.

I agree to return any state-owned equipment and supplies provided for teleworking when telework ends.

I agree to use any and all state-owned equipment, software, data and supplies located at my telework location for the sole purpose of conducting state business.

I agree to notify my supervisor immediately if I experience equipment malfunctions which prevent me from working on my telework assignment.

I agree to report any accidents or injuries that occur while I am teleworking to my supervisor immediately.

I agree to maintain and safeguard data in accordance with all laws, rules, regulations, and policies regarding data privacy and retention.

I understand that I am responsible for meeting performance expectations and standards, and if I fail to do so, my telework arrangement may be cancelled, and I may be subject to discipline, up to and including discharge.

I have read and agree to the terms and conditions of this agreement.

| Employee Signature: |  | Date: |  |
| --- | --- | --- | --- |
| Supervisor Signature: |  | Date: |  |

Original to Lynn.Allen@state.mn.us Copy to Employee Copy to Supervisor