



DePaul Teleworking Agreement Form

This document is intended to ensure that both the manager and the employee have a clear, shared understanding of the employee’s teleworking arrangement. Each arrangement may be unique depending on the needs of the position, manager, and employee. The general expectation for a teleworking arrangement is that the employee will effectively accomplish their regular job duties, regardless of work location or schedule. For details, review the Teleworking Guidelines.

This agreement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship.

Employee Information

Employee Name:	
Job Title:	
Department:	
Manager:	
Arrangement effective dates:	-

Work Schedule and Location

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Work Hours							
Work Location <i>(on-site or telework)</i>							

If there will be work schedule/location variability, describe below:

Equipment and Technology Access for Telework

The employee and employer agree to work together to ensure that the alternate worksite is safe and ergonomically suitable. 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. Teleworking may not be feasible if the employee’s proposed alternate location lacks an appropriate, designated workspace.

Equipment	Provided By

I have read and understand DePaul’s Teleworking Guidelines and agree to the terms and conditions set forth by the associated policies. By signing this Teleworking Agreement, I also understand that it is my responsibility to perform all job responsibilities in accordance with the performance standards and expectations that have been established. DePaul has a right to discontinue this arrangement at any time and for any reason; however, every effort will be made to provide at least 30 days written notice.

Employee E-Signature and Date: _____

Manager E-Signature and Date: _____