

## Employee Telecommuting Agreement

Between the  
Colusa County Office of Education  
and

**Name of Employee:**

**Job Title:**

**Description of Assignment:**

**Conditions of Employment:**

Beginning Date:

Ending Date:

Scheduled Work Days (days of week):

Scheduled Work Hours (start and end time):

**Work Location:**

Employee's home address (including city and state):

Specific Location of Designated Work Area (e.g. bedroom, den, etc.):

Homeowner's or Renter's Insurance Provider (name, address, and policy number):

**Equipment and Assets:**

Employee-owned equipment permitted to be used with Colusa County Office of Education (hereinafter known as the County Office) assets to which employee has access from remote work location (if any):

County Office assets provided for use at remote work location (if any):

County Office information systems to which employee will have access from remote work location (if any):

*I have read and understand the attached Employee Telecommuting policy, and agree to the duties, obligations, responsibilities and conditions for telecommuters expressed in that document, in addition to my normal duties, obligations and responsibilities as a County Office employee.*

*I agree that, among other things I am responsible for adhering to agreed-upon telecommuting work hours, furnishing and maintaining my designated work space in a safe manner, employing appropriate telecommuting security measures and protecting County Office assets, information and information systems.*

*I understand that telecommuting is voluntary and I may stop telecommuting at will at any time. I also understand that the County Office may at will, at any time, change any or all of the conditions under which this agreement is made or withdraw permission to telecommute.*

**Signed By:**

_____	_____	_____	_____
Employee	Date	County Superintendent	Date

**Approved and Signed By:**

Associate Superintendent, Administrative Services/Risk Manager

_____	_____
Name	Date

*Distribution: Original – Employee’s Personnel File; Copy - Employee*

**Adopted:** April 23, 2019  
**Revised:** July 17, 2020