



## INTERIM PANDEMIC-ASSOCIATED TELEWORKING AGREEMENT

In order to contain the spread of COVID-19, you have been designated as an employee who will be required to telework from home upon a Statewide declaration of mandatory telework or a determination by your Agency Head of an agency-specific mandatory telework order. If ordered to work from home, this Interim Pandemic-Associated Teleworking Agreement ("Agreement") shall remain in place until you are directed to return to your normal worksite.

The State's intent is to protect its employees and citizens by forcing social distancing to prevent the spread of COVID-19. During this same period, there is a high probability that schools also will be closed to prevent the spread of the virus. Normally, telework may not be used to supplement or supplant childcare. During this period of mandatory telework, there will be flexibility to allow employees to telework while also having children or other individuals at home who may require their care and attention.

The intent of this Agreement is to outline your responsibilities to set your work schedule during this period of mandatory telework. If the State or your Agency Head institutes mandatory telework, please indicate the schedule that you will be working:

- Flexible – 8 hours will be worked each workday, but work time may occur anytime between 12 a.m. (midnight) and 11:59 p.m. because children or other adults may be at home that require the employee's care and attention. Note: Shift differential pay will not be paid to an employee who chooses to work a flexible schedule pursuant to this Agreement.
- Regular – Normal work hours of \_\_\_\_\_ to \_\_\_\_\_.

You must remain accessible to the Employer by telephone and email during your normal work hours whether you are working a flexible or regular work schedule. Additionally, changes to your work schedule must be pre-approved by your supervisor.

While teleworking, you are bound by all applicable State personnel laws, regulations, policies and procedures. You must enter your work time by using the SPS timekeeping system. Unless leave has been approved, you may perform only official duties and must refrain from conducting personal business while teleworking.

All normal policies associated with leave usage remain in place. If you are unable to work, you must request and be approved for leave. If you become sick while teleworking and your illness prevents you from working, you may use sick leave. If you become sick, but you wish to work, you may continue to do so while teleworking to the extent that you are able.

Regardless of your selected schedule, this temporary teleworking arrangement requires you to:

1. Regularly check voicemails and timely respond to messages and emails while teleworking.
2. Maintain the security of confidential or sensitive information and protect Agency records from unauthorized disclosure.
3. Report on the work performed at the end of each telework day by emailing your supervisor. This email may be used in place of the Telework Work Plan during the period covered by this Agreement.

Revocation of telework privileges may occur at the sole discretion of the Agency Head or designee if an Employee fails to comply with the State's Teleworking Policy or this Agreement. Nothing in this Agreement precludes the Agency from taking any appropriate action, up to and including termination, against an Employee for failing to comply with the provisions of the Teleworking Policy or this Agreement.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Agency

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| <p>Initial below to confirm that your contact information is up to date in the Statewide Personnel System.</p> <p>_____</p> <p>Initial</p> |
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