

Instructions and tips for completing telework agreement

1. Make sure agreement is for no longer than one year from beginning date to end date.

2. Discuss w/supervisor if this is a trial period and check box if it is a trial period.

4. Complete both VT work location (must include full address - room/building/street, city, state, zip) and remote work location (must include city, state, and zip).

5. This section must be completed to submit. Please provide hours normally worked in VT work location; be sure to choose between AM and PM.

3. Provide a business rationale for telework such as COVID-19 childcare needs, social distancing due to COVID-19; office restrictions due to COVID-19. Provide information about office or other arrangements if it applies.

6. This section must be completed in order to submit. Please provide hours to be worked at remote location; be sure to choose between AM and PM.

8. Use additional comments box to provide any additional information that would clarify selections made in time and days in each location. See #7.

9. Please provide information about equipment you are using in remote location.

10. Please have this conversation with supervisor prior to submitting agreement and check box to indicate that you have had this conversation.

The image shows a screenshot of a web browser displaying a telework agreement form. The form is titled "General Telework Agreement" and includes several sections: "Business Rationale for Telework Arrangement", "Plan for Telework Arrangement", "Additional Comments", "Safety", "Confidentiality/Security of Information", and "Send for Approval". The form is annotated with blue arrows pointing to various fields and sections, corresponding to the numbered instructions. The "Plan for Telework Arrangement" section includes fields for "VT Work Location" and "Telework/Remote Work Location", both with address fields and "Start Time" and "End Time" dropdown menus. The "Additional Comments" section has two text boxes. The "Send for Approval" section includes a checkbox for supervisor agreement and fields for "Supervisor's Name" and "Supervisor's PID".

7. Please only choose days you will be in each location. If solely teleworking, select only days in remote location. If unsure of which days you will be in VT work location and remote location, select all days in both locations and provide explanation in additional comments box.