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 with supervisor if this is a trial period and check box if it is a trial period.

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.

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.

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.

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.

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.