



## Telecommuting Agreement

Telecommuting is a voluntary agreement between \_\_\_\_\_ (the telecommuter) and Southwestern Law School. The telecommuter understands that their duties, obligations, responsibilities, and other conditions of employment remain unchanged under this Agreement. Performance standards and employee accountability for the quantity and quality of work will not change due to participation in this Agreement.

1. **Duration:** This Agreement begins on \_\_\_\_\_, 202\_\_ and continues until \_\_\_\_\_, 202\_\_.
2. **Alternative work site:** The telecommuter will telecommute to the following alternative worksite (list home address or another alternative worksite):
3. **Schedule at the alternative worksite (for *non-exempt employees*, list days, start time, lunch time, any mandatory break times, and finish time each day; for *exempt staff*, list days and start time each day):**

**By signing below, I acknowledge that I have read, understand, and will comply with the Telecommuting and Remote Work Policy and the Telecommuting Programs and Early Friday Release Policy.** I also agree to comply with all Southwestern rules, policies, practices, controls, and instructions that would apply if the telecommuter were working on campus. This Agreement supersedes and cancels all other Telecommuting Agreements between the parties.

\_\_\_\_\_  
**Telecommuter signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Department head/supervisor signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Human resources signature**

\_\_\_\_\_  
**Date**