

SOUTHWESTERN

LAW SCHOOL
Los Angeles, CA

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 _____ and continues until _____.
2. **Alternative work site:** The telecommuter will telecommute at the following alternative worksite (list home address or another alternative worksite).
3. **Work schedule from alternative work site:** Indicate your remote schedule. For *non-exempt employees*, list days, start time, lunch time, any mandatory break times, and finish time each day. For *exempt employees*, list days and start time each day. Do not include your schedule for days you are scheduled to be on campus.

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 agree to comply with all Southwestern rules, policies, practices, controls, and instructions that would apply if I were working on campus.
- I acknowledge responsibility for safeguarding Southwestern property and information used in connection with remote work and agree to take reasonable measures to protect such property and information from loss, theft, damage, unauthorized access, misuse, or disclosure while in my possession, custody, or control.
- I will immediately report to my supervisor and to Information Technology at ithelp@swlaw.edu any actual or suspected loss, theft, damage, unauthorized access, or security incident involving Southwestern property or information.

This Agreement supersedes and cancels all other Telecommuting Agreements between the parties.

Telecommuter Signature

Date

Department Head/Supervisor Signature

Date

Human Resources Signature

Date