



Telework Participant Agreement

The following constitutes a Telework agreement between the Employee named below and Washington State Department of Transportation (WSDOT). This agreement details the terms and conditions of the Telework Program. This agreement can be canceled at any time at the discretion of the Manager or Supervisor. **PLEASE COMPLETE ALL INFORMATION**

New Agreement	Change/Update to Existing Agreement
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Employee Name			Employee ID
Job Title	Position #	Official Duty Station	Employee Org Code
Supervisor Name			
Primary Telework Worksite address		City, State, Zip	
Contact telephone # while teleworking		Has your position been determined as suitable for telework? Yes No	

Telework Frequency			
EP 1 Ad hoc (less than one day every two weeks)	EP 2 1 - 2 days every two weeks	EP 3 3 - 4 days every two weeks	EP 4 5 or more days every two weeks

Prior to beginning a telework arrangement, review the policies listed below.

Policy Checklist:	Please Indicate
1. Telework Program Chapter 30	Yes
2. Building a Modern Work Environment E-1099.00	Yes
3. Employee use of Electronic Communications Systems E 1021.02	Yes

Additional Information:

Term of Agreement

This Agreement shall become effective on the date signed below, and shall remain in effect until terminated by either party in writing. The employee and their supervisor will review this Agreement annually. Any changes to this agreement must be in writing and signed by both parties prior to implementation.

Work Schedule

The employee must follow the current assigned work schedule. The number of hours worked per day does not change for the employee. Changes to the actual start work time and stop work time must be approved in advance by supervisor and is subject to:

- The conditions outlined in the CBA, WAC 357-28 and the agency's time tracking policies and procedures.
- Overtime must be approved in advance by the supervisor.
- If the employee is not able to work their scheduled work hours, WSDOT leave policies must be followed.

Secure/Confidential Materials

The employee must receive prior employer approval to (1) remove secure/confidential materials from the official workstation, or (2) access secure/confidential information through computers. The employee will take reasonable cautions to secure confidential materials at all times such materials are in the employee's possession or control. The employee agrees to abide by all data security procedures, as described in WSDOT Administrative Policies and the IT Manual

Worker's Compensation

Employer will be responsible for any work-related injuries under our state's Worker Compensation laws, but this liability is limited to injuries resulting directly from work and only if the injury occurs at the approved alternative workstation. Any claims will be handled according to the normal procedure for Worker's Compensation claims.

Liability for Injuries

If approved for telework, the employee understands that the employee remains liable for injuries to third persons and / or members of employee's family on employee's premises. Employee agrees to defend, indemnify and hold harmless employer, its affiliates, employees, contractors and agents, from and against any and all claims, demands or injury to persons (including death) or damage to property caused, directly or indirectly, by the services provided herein by employee or by employee's willful misconduct, negligent acts or omissions in the performance of the employee's duties and obligation under this Agreement, except where such claims, demands, or liability arise solely from the gross negligence or willful misconduct of the employer.

Additional Information and/agreement

For information about WSDOT's Employee Telework Program, visit <https://wwwi.wsdot.wa.gov/pubTran/telework> or send an email to teleworksupport@wsdot.wa.gov

Signatures			
Employee's Signature		Date	
Supervisor's Signature or Designee		Date	
Manager's Signature (Optional)		Date	
Telework Approved	Effective Date	Telework Denied Consulted with HR and Appointing Authority - please include disposition form 310-053 EF	Effective Date
If an employee teleworks from outside Washington State for more than 50% of their work schedule, the HR Director <u>must</u> sign below.			
HR Director Signature		Date	
Route all forms to your local Human Resource Consultant			