



Teleworking Agreement

(This agreement is to be signed before or as soon as practicable following a verbal teleworking authorization.)

_____ (employee name), has been authorized to telework beginning on _____ (insert start date) on the days and during the work hours of _____ (insert days and work hours/schedule). Teleworking will be conducted at _____ (insert alternative work location address) through _____ (insert projected end date). The decision to authorize teleworking is solely at the discretion of the ODJFS appointing authority and can be modified or terminated at any time. When the ODJFS appointing authority terminates the teleworking authorization, you, the teleworker/ODJFS employee, will be notified and will be required to report to work at your normal report-in location on the date provided. For the duration of the teleworking authorization, the following provisions are applicable to you:

- Teleworking authorization does not affect basic terms and conditions of employment with ODJFS or the State of Ohio. This includes your rate of pay, retirement benefits, and State of Ohio sponsored insurance coverage, if applicable.
- You are still obligated to comply with all statewide and agency rules, policies, practices and instructions. A violation of such may result in a revocation of the teleworking authorization and discipline up to and including removal.
- If you need to use leave during the time you are teleworking, you must comply with agency call off policies and procedures for obtaining approval prior to using leave.
- You are authorized to telework during the work hours specified above. If you are required to work outside of these hours, you will be notified by your supervisor. All agency overtime and compensatory time policies apply during teleworking.
- You are responsible for accurately reporting your time for the duration of the teleworking authorization.
- You may be required by your supervisor to report to your Headquarter location at any time to perform assigned job duties.
- You are responsible for following any other terms and conditions of teleworking as directed, including maintaining and submitting a work log to your supervisor no less often than weekly. Specific instructions will be provided by your supervisor.
- For the extent of the teleworking authorization, you and your supervisor must establish a method of communication and you must be available for contact by the agency during your normal work hours.
- ODJFS management has the right to conduct onsite visits of a teleworker's alternative work location during the teleworker's scheduled work hours. Advance notice is not required for such a visit.
- In accordance with agency and statewide policy, you are still responsible for protecting all sensitive data including but not limited to protected health information (PHI), confidential personal information (CPI), and other personally identifiable information (PII).
- In the event of resignation or termination from employment with ODJFS, you must promptly return all state-owned equipment, supplies, and data to ODJFS and verify that any data stored on personal equipment has been removed. ODJFS may take all appropriate actions until these post-employment conditions are met.

Signature of Teleworker/Employee

Date

Signature of Teleworking Approver

Date