

Telecommuting Agreement

Employee's Name: _____ Employee's Title: _____

Woodland Hills can revoke this privilege at any time, and employment with Woodland Hills Church is on an at-will basis. By signing below, I agree to:

- A. Bear all costs related to the establishment and maintenance of my alternate worksite, including but not limited to: Internet access, phone and/or ergonomically correct furniture.
- B. Ensure that my home or remote worksite is safe, secure, and free from distraction. This includes not participating in virtual meetings while driving. Abide by all safety policies set forth by Woodland Hills Church.
- C. Ensure any confidential tasks, virtual meetings and phone calls are performed in a setting where others can't hear my conversations or view my work.
- D. Participate in virtual meetings with camera always on and the ability to read and shared screens.
- E. Be available by personal phone and Woodland Hills email account during the day (s) and time(s) stated on my work week schedule that shows any adjusted or flex times.
- F. Come in for on-site meetings/gatherings/events/responsibilities as requested by my supervisor(s).
- G. Check phone and email messages at least 3 times a day while telecommuting unless I am attending an offsite meeting on behalf of Woodland Hills Church or have prior approval from my supervisor.
- H. Promptly return all organizational paper files taken home on telecommuting days and keep all confidential files in a secure location at my home workspace while they are in my possession. *Note:* Original and non-reproducible personnel or financial files are never to be taken offsite.
- I. Follow all Woodland Hills Church policies, including the policies for prevention and reporting of safety concerns. Agree that all Woodland Hills Church policies (including proper use of electronic communications which allows employer access to all electronic communications) applies equally to communications made from a home computer.
- J. Agree to the telecommuting model: ____ Fixed Hybrid ____ Remote
- K. Discuss any worksite location changes in advance (no matter the length of time) with my supervisor and Business Administrator or Executive Pastor that would change my chosen model above.

A new work week schedule must be completed with all telecommuting agreements.

Employee's signature:

Date:

Supervisor's signature:

Date:

Executive Pastor/Business Administrator signature:

Date:

Return this form to the Business Administrator