

Telecommuting Agreement

1. Employee's name: _____

Employee's title: _____

2. Work Week Schedule – Please fill out the work week schedule form.

3. 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
- Computer with ability to access Woodland Hills Church's server and email software
- Printer
- Phone
- Ergonomically correct furniture

B. Ensure that my alternate worksite is safe, secure, and free from distraction. Abide by all safety policies set forth by Woodland Hills Church.

C. Be available by phone and email during the day (s) and time(s) stated above while telecommuting.

D. Check phone and email messages regularly while telecommuting unless I am attending an offsite meeting on behalf of Woodland Hills Church or have prior approval from my supervisor.

E. 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.

F. Follow all Woodland Hills Church policies, including the policies for prevention and reporting of safety concerns. Agree that all Woodland Hills Church policies (including our policy on proper use of electronic communications which allows employer access to all electronic communications) applies equally to communications made from a home computer.

Employee's signature:

Date:

Supervisor's signature:

Date:

Return this form into the Benefits Director