

PILOT TELEWORK PROGRAM AGREEMENT




NORTH CAROLINA
**DEPARTMENT of
COMMERCE**

JULY X, 2021

NC DEPARTMENT OF COMMERCE

MACHELLE BAKER SANDERS, SECRETARY

PILOT TELEWORK PROGRAM AGREEMENT

APPROVED BY THE SECRETARY OF THE DEPARTMENT OF COMMERCE	MACHELLE SANDERS
APPROVAL DATE	July 22, 2021
EFFECTIVE DATE	July 22, 2021
REVISION DATE	July 22, 2021
SIGNATURE	

SECTION 1. PURPOSE

This document outlines the terms and conditions of the Pilot Teleworking Agreement between you and your manager to address the period of July 1, 2021 through December 31, 2021. Completing this form with the required signatures constitutes authorization from your agency to start the pilot teleworking arrangement. Renewal of a pilot agreement for ongoing telework will be based on agency assessment and review and current business needs of the NC Department of Commerce (“the Department”).

SECTION 2. INFORMATION FOR THE EMPLOYEE

Participation in the telework program is not an employee right or guaranteed employee benefit, and is at the sole discretion of, and subject to, the prior written approval of management.

Review the statewide [OSHR Teleworking Program Policy](#) and understand the following information before meeting with your manager regarding teleworking. In addition to following the terms and conditions of this Pilot Teleworking Agreement, Teleworkers are required to adhere to the Teleworking Program Policy. If you have questions, please contact your manager or Human Resources staff.

1. Your manager will approve or deny a Pilot Teleworking Agreement based upon the business needs of your organization.
2. All teleworking arrangements shall be reviewed by the manager at least annually, to coincide with, where possible, the beginning of the employee performance evaluation cycle. If teleworking continues, the employee and manager shall update and sign the Teleworking Agreement and the Alternate Work Location Safety Attestation.
3. If you transfer to another manager, any Pilot Teleworking Agreement between you and the previous manager does not carry forward to the new position.
4. Initial approval, termination, or modification of a teleworking arrangement by management is not a grievable issue unless the basis of your grievance is consistent with a grievable issue identified in the [OSHR Employee Grievance Policy](#).
5. The Department may terminate or modify the Pilot Teleworking Agreement at its discretion within the timeframe provided by the agency or university. Any modification or termination of teleworking arrangements shall be in writing. You may request in writing to end your Pilot Teleworking Agreement. Management’s approval of any change may be dependent on factors affecting continued business operations.
6. Your manager must approve your teleworking work schedule.

7. Prior to beginning to telework, a Pilot Teleworking Agreement must be signed by you, your manager, and other members of management designated by the agency or university. You must also complete and sign the Department's Alternate Work Location Safety Attestation and ensure it has been reviewed and signed by your manager.
8. While teleworking, it is your responsibility to
 - Maintain a safe work environment and utilize the same safety rules and practices applicable to agency/university worksite. The Department maintains the right to visit and inspect the alternate worksite, at a mutually agreed upon time to inspect, retrieve, or maintain state-owned equipment.
 - Follow usual Department procedures for immediate reporting of work-related illness or injury;
 - Safeguard all state property at your alternate work location;
 - Safeguard confidential work-related information; and
 - Provide notice to your manager of any change in location or condition of your alternate work location.
 - Be available by telephone, email, collaboration software (Teams, WebEx, etc.), instant messaging, and any other platform made available by the agency/university during scheduled work hours. Email and telephone calls must be returned within agency- or university-specific timeframes such as contained in service level agreements and/or performance standards.
 - Attend meetings; such meetings could be required in-person or by conference call and online conferencing. Managers have the authority to require use of video capability during work meetings via appropriate platforms.
 - Make and maintain dependent care arrangements during scheduled work hours to permit yourself to concentrate on work assignments at your alternate work location. If a dependent is present during scheduled work hours, you must have arrangements for the care of that dependent.
10. While teleworking, your manager may require you to report to a duty station as needed for work-related meetings, training, or other events on days that you are scheduled to telework. Any requirement for a teleworker to report to the duty station is not reimbursable for mileage (unless the employee is designated as a field-based employee).
11. Based on business needs, teleworkers may be assigned a shared or different duty station when reporting to the agency or university worksite.
12. Employees must agree to the following Access to IT and Data System requirements:
 - Adherence to State of North Carolina and individual agency or university's Acceptable Use Policy.
 - Timely installation of IT updates to all agency or university's assigned equipment.
 - Log off from computer when not present at alternate work location.
 - Lock up paper files with confidential information.
 - Log in to agency VPN at least weekly.

SECTION 3. INFORMATION FOR THE MANAGER

Review the statewide [OSHR Teleworking Program Policy](#) and the Teleworking Suitability Guide prior to meeting with employees regarding teleworking arrangements. Be prepared to discuss the following information with your employee regarding teleworking. If you have questions, please contact your Human Resources staff.

1. The maximum number of days that an employee may telework per week is determined by the manager based on operational requirements.

2. You should thoroughly discuss with the employee and agree upon:
 - Specific teleworking work schedules and any flexible schedule;
 - How the employee will communicate with the office;
 - How office equipment and supplies will be handled; and
 - What work products are expected to be accomplished.
3. Performance standards for teleworkers must be the same as performance standards for non-teleworking employees. All management expectations for performance must be clearly addressed in the employee's performance workplan, must follow the state [Performance Management Policy](#), and expectations related to accountability must be consistent between both teleworkers and non-teleworking employees. Managers may require teleworkers to complete activity sheets, tracking logs, etc. as an expectation.
4. You must approve in advance a teleworker's leave request just as you would if they were reporting to their duty station.
5. Your decision on who may and may not telework cannot be based on age, sex (including sexual orientation, pregnancy, or gender identity) race, color, national origin, religion, political affiliation, or disability, unless teleworking is required or offered as an accommodation for a disability.
6. To recommend an employee for telework, you should review and submit the following completed documents to the agency human resources department:
 - Pilot Teleworking Agreement
 - Alternate Work Location Safety Attestation
7. All teleworking arrangements shall be reviewed by the employee and manager at least annually, to coincide with, where possible, the beginning of the employee performance evaluation cycle. If teleworking continues, the employee and manager shall update and sign the Teleworking Agreement and the Alternate Work Location Safety Attestation.
8. If an employee transfers to another manager, any Pilot Teleworking Agreement between the previous manager and employee does not carry forward to the new position.
9. The completed Teleworking Agreement and Alternate Work Location Safety Attestation will be part of the employee's personnel file.

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SECTION 4. ALTERNATE WORK LOCATION INFORMATION (to be completed by Manager)

EMPLOYEE DATA							
Employee Name:					Request Date:		
Position Title:					Office Phone:		
Department:					Alt. Phone:		
Supervisor:					Email:		
Employee's Status	<input type="checkbox"/> Temporary <input type="checkbox"/> Probationary <input type="checkbox"/> Permanent						
TELEWORK AND FLEXIBLE SCHEDULE							
Work Schedule <i>Account for lunch</i>	Enter # of Hours Regularly Scheduled Each Work Day					Additional Schedule Details	
	M	T	W	T	F	<i>Complete if teleworking days are not fixed (or are not recurring each week) or if schedule is outside established office hours.</i>	
On-Site Work							
Teleworking							
Assigned On-Site Work Space - Type					<input type="checkbox"/> Office	<input type="checkbox"/> Hoteling Space	<input type="checkbox"/> Cubicle
Assigned On-Site Work Space - Location							
Alternate Work Location Address							
Start Date					End Date		

SECTION 6. BUSINESS RATIONALE AND ADDITIONAL CONDITIONS (to be completed by Manager)

Describe the business rationale for approving the Pilot Teleworking Agreement including confirmation that the agency has designed the position as suitable for telework, the assessment of suitability of employee to telework,

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ability to maintain or enhance productivity and customer service, and access to appropriate space and equipment.

Other conditions, restrictions, plans, or agreements made relating to this Pilot Teleworking Agreement (i.e., trial period, communication plans, specific tasks that will be performed, performance evaluation methods, etc.)

Examples:

1. Check email hourly. Check voicemail every two hours. Ensure you are meeting productivity standards for the position.

SECTION 7. STATE-OWNED EQUIPMENT INVENTORY (to be completed by Manager)

Document all state-owned equipment and authorized restricted data access that has been provided to the teleworker at the alternate work location. All state property must be returned upon request.

<input type="checkbox"/>	Laptop	
<input type="checkbox"/>	Monitor (<input type="checkbox"/> 1 or <input type="checkbox"/> 2)	
<input type="checkbox"/>	Mouse/Keyboard	
<input type="checkbox"/>	Docking Station	
<input type="checkbox"/>	Printer	
<input type="checkbox"/>	Fax/Scanner	
<input type="checkbox"/>	Cables (Number:)	
<input type="checkbox"/>	Data Access:	
<input type="checkbox"/>	Other:	

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<input type="checkbox"/>	Other:	
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By my signature below, I attest that I have read the Teleworking Program Policy and this Pilot Teleworking Agreement and that I understand and agree to all of its provisions.

PLEASE PRINT			
Employee Name:	Date:	Manager Name:	Date:
PLEASE SIGN			
Employee Signature:	Date:	Manager Signature:	Date:

