



Village of Mount Prospect

50 South Emerson Street, Mount Prospect, Illinois 60056

WORK FROM HOME (TELEWORK) AGREEMENT

Employee Name: _____

Department: _____

Job Title: _____

Date to Begin Telework: _____

Days Of Week Requested for Telework: _____

Telework requests are considered on a case by case basis. While days for telework may be pre-determined, they are not guaranteed. The Village may require you to return to regular, in-office work at any time.

Please review the guidelines below. Then sign, date and return the form to your Department Head.

Employees working from home:

1. are expected to work from home during their regularly scheduled hours of _____ (FILL IN REGULAR WORK SCHEDULE);
2. will communicate with their supervisor before working outside of regular business hours;
3. understand that approved days for telework are not guaranteed and may be changed or discontinued at any time by their supervisor;
4. must continue to record and report hours worked using timesheet reporting, as usual;
5. agree to forward their office phone number to their home or cell phone so they can receive calls;
6. will continue to utilize their Village of Mount Prospect Outlook email account;
7. will continue to comply with all employment policies and procedures as outlined in the Village of Mount Prospect Employee Handbook;
8. agree to maintain a safe working environment free from potential hazards;
9. are expected to ensure the protection of confidential information that could be accessible from their home office;
10. will maintain Village-provided equipment in proper working order and if equipment is issued for temporary telework period only, will return it upon completion of telework;
11. will not purchase equipment or materials for their home office without authorization from their supervisor;
12. will continue to perform all functions of their job, as communicated by their supervisor (temporary change in duties may be required due to extenuating circumstances and job expectations are to be clearly communicated and documented by the employee and the supervisor)
13. understand that the Village has the right to track and monitor use of Village programs as well as communications exchanged and online content accessed through Village issued devices or

- through Village-paid platforms;
14. will track productivity on a work log and submit to supervisor for review as directed by the supervisor.

Failure to comply with these requirements may result in the immediate termination of the telecommuting agreement and discipline up to and including termination.

I have read, agree to and understand the above.

Employee Name (Print)

Date

Employee Signature

INTERNAL USE ONLY

Department Director Name (Print)

Date

Department Director Signature

Village Manager Signature

Date