



TELEWORK AGREEMENT

This agreement details the terms and conditions of teleworking. Only positions identified as suitable for telework will be considered. Review your position description to confirm eligibility for telework prior to completing this agreement.

- New agreement
 Change/update to existing agreement

Name (Last, First)	Position number	Employee ID
Title	Official duty station	
Telework worksite address	City, State, Zip	
Telework telephone number	Supervisor name	

FREQUENCY

EP0	EP5	EP6	EP7	EP8	EP9
<input type="checkbox"/> <1 day per week/ad hoc (Working from an alternate work location less than one day per week or on occasion)	<input type="checkbox"/> 1 day per week	<input type="checkbox"/> 2 days per week	<input type="checkbox"/> 3 days per week	<input type="checkbox"/> 4 days per week	<input type="checkbox"/> Near/full-time

POLICY AND TELEWORK AGREEMENT

Initial	I understand and agree to the following:
	I have reviewed and agree to comply with DOC 830.300 Mobility, Telework, and Alternate Worksites.
	Teleworking is not a right, but a tool the Department uses to accomplish agency work and goals, and to support a healthy work/life balance.
	Teleworking does not change the official duty station of my position and I may be called to the office for training, meetings, or other events.
	A telephone number will be provided where I can be contacted during business hours.
	The supervisor/manager/Appointing Authority may check work progress via telephone, e-mail, Teams, or other available means.
	The worksite will be maintained free of work-related safety and health hazards.
	Any data, documents, or work products developed while teleworking is the sole property of the Department and the state of Washington.
	Requests for changes to the telework agreement must be submitted to the manager/Appointing Authority.
	Equipment:
	For technical assistance with Department-owned or leased equipment, software, or network services, the IT Help Desk (360) 725-8383 will be contacted or an IT help ticket will be submitted.
	The Department retains ownership and control of all hardware, software, and data associated with state-supplied equipment and supplies.
	Department-owned or leased equipment is for OFFICIAL USE ONLY. Installation, repair, and maintenance is at the sole discretion and direction of the Department.
	The state does not incur any cost or liability caused from the use, misuse, loss, theft, or destruction of privately owned equipment or resources.
	Information Technology security rules will be adhered to and issued equipment protected from damage, theft, or access by unauthorized individuals.

