



# CITY AND COUNTY OF SAN FRANCISCO TELECOMMUTING POLICY AND PROGRAM TELECOMMUTE APPLICATION AND AGREEMENT FORM

This is a model form for the Telecommuting Policy and Program provided by the Department of Human Resources. Departments may use this form, modify it to meet their needs, or approve telecommute agreements another way.

The first three sections are for employees. Sections four and five are for supervisors and appointing officers/designees to review and approve telecommute agreements.

**Employees who have been approved to telecommute must complete the [online survey](#).** All program materials are posted at [sfdhr.org/telecommute](http://sfdhr.org/telecommute).

## I. EMPLOYEE INFORMATION

Name: \_\_\_\_\_ DSW Number: \_\_\_\_\_

Title: \_\_\_\_\_ Classification Number: \_\_\_\_\_

Department: \_\_\_\_\_ Division/Unit: \_\_\_\_\_

## II. TELECOMMUTE INFORMATION

This agreement is for a \_\_\_\_\_ telecommuting arrangement.

This agreement will run from \_\_\_\_\_ to \_\_\_\_\_.

I plan to evaluate this agreement with my supervisor

Telecommute schedule (if regular and recurring): \_\_\_\_\_

Work hours: \_\_\_\_\_ How will you report your time? \_\_\_\_\_

Designated work location: \_\_\_\_\_ Other: \_\_\_\_\_

### Telecommuting Equipment

Required equipment:

- Computer –
- Printer –
- Fax –
- Other: \_\_\_\_\_ –

Required supplies:

- \_\_\_\_\_ –
- \_\_\_\_\_ –
- \_\_\_\_\_ –

Required software/systems:

- City network (VPN access)
- Email
- List other(s): \_\_\_\_\_

**Telecommuting Work Plan**

Work you will perform while telecommuting:

Method of communication while telecommuting:

- Phone – phone number: \_\_\_\_\_
- Email – email address: \_\_\_\_\_
- Text – phone number: \_\_\_\_\_
- Other: \_\_\_\_\_

I plan to check my email at least \_\_\_\_\_ times per day.

I plan to check my voicemail on my work phone at least \_\_\_\_\_ times per day.

I plan to check in with my supervisor \_\_\_\_\_ times per day by \_\_\_\_\_.

**III. EMPLOYEE ACKNOWLEDGEMENTS**

- I have read and will follow:
  - The Telecommuting Program Policy
  - The Telecommuting Technical Guidelines
- I have completed the employee telecommute eLearning module and understand my obligations.
- I understand and agree that telecommuting is a privilege, not a right, and is not subject to the grievance process.
- I understand and agree that I am responsible for maintaining the safety and security of City equipment, supplies, and information while telecommuting.
- I understand and agree that I must comply with all procedures designed to protect sensitive City information, including information that is confidential, private, personal, or otherwise sensitive while telecommuting.
- I understand and agree that telecommuting is not a substitute for dependent care.
- I acknowledge that my designated workspace complies with all health and safety requirements.

- I agree to accurately record and submit the hours I work while telecommuting.
- I understand and agree that I must come into the office on a regularly scheduled telecommute day when my department requires me to do so.
- I understand and agree that my department is not required to provide me with any equipment or supplies I may need while telecommuting.
- I have discussed this application and agreement with my supervisor. I agree to comply with all terms and conditions in this telecommute application and agreement. I understand that my telecommuting agreement can be ended for a business reason at any time.

Date: \_\_\_\_\_

**IV. SUPERVISOR REVIEW AND APPROVAL**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

- I have reviewed and approved this telecommute agreement.

Date: \_\_\_\_\_

**V. APPOINTING OFFICER/DESIGNEE REVIEW AND APPROVAL**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

- I have reviewed and approved this telecommute agreement.

Date: \_\_\_\_\_