**SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY**

**Telecommuting and Working Off-Site Agreement**

Sanilac CMH employees may be eligible to work off site from the office and have access to the computer network and email system. For this to occur, staff must meet the following:

* Hold a position conducive to telecommuting. Because the nature of work varies, not all positions will be able to use telecommuting.
* Have permission from his/her supervisor.
* Have a computer with internet access that can be accessed securely for confidentiality.
* Have a telephone, computer, and any other materials deemed required to successfully telecommute. (The Agency should not incur an additional cost due to telecommuting. Materials will be provided that would otherwise be when working in the office).
* Must not be on initial probationary status.
* Have satisfactory performance status.

By completing this agreement, it is understood and agreed that:

* This agreement must be filed with Human Resources prior to the commencement of telecommuting.
* Staff will comply with the Telecommuting Policy.
* An employee may request both a flexible work schedule and a telework schedule, keeping in mind, they will need to report to the office a minimum of three (3) days weekly.
* All HIPAA and confidentiality policies apply whether working off site or at the office.
* Telecommuting employees will practice the same safe work habits as would occur at the Agency’s offices and complete, sign and submit to Human Resources the Telecommuting Location Safety Checklist (Form #557).
* Employees are solely responsible for any increase in utility/material costs associated with preparing and maintaining a remote work location, including the cost for internet access.
* Performance and productivity expectations will be agreed upon with the Supervisor.
* Employees will participate in regularly scheduled meetings either via conference call/video or in person, if needed.
* Employees are expected to be flexible enough in scheduling off-site work to allow for personal attendance at meetings to maintain working relationships with co-workers and as directed by their Supervisor.
* Hourly Employees will work with their Supervisor and create a consistent remote schedule. Requests to modify a remote schedule during a given week due to employee needs may be made to an employee’s Supervisor, this will be reviewed and approved case-by-case. If a schedule is modified consistently, the remote work request form will need to be updated to reflect this. Employees may be required to come into the office to manage emergency situations, at the discretion of their Supervisor.

It is understood that being able to work off site is a privilege and benefit for the employee and the Agency. This agreement can be terminated at any time by either party for no specific reason.

Signatures:

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Employee Date Supervisor Date

Officer Date Human Resources Date