



LOPD Human Resources Telework Agreement

Telework Agreement Form

The purpose of this document is for both the Lead Senior HR Administrator, the Director of HR and the HR Staff to have a clear, shared understanding of the HR Staffs telework arrangement during the coronavirus pandemic. Each telework arrangement is unique depending on the needs of the position, supervisor, and employee.

This telework agreement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. The employee remains obligated to comply with all LOPD rules, policies, practices, and instructions that would apply if the employee were working at their regular LOPD/HR Department worksite.

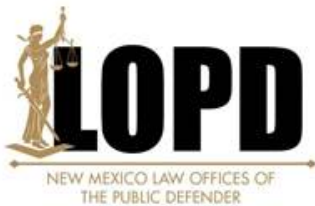
Employee Telework Information

Employee Name:	
Job Title:	Senior HR Administrator
Department and Bureau:	Human Resources Bureau
Supervisor:	Ronald Herrera and Zachary Olivas
Arrangement requested by:	Department/Agency
Location where telework will be performed:	Home
Telework arrangement effective dates:	3/18/2020— TBD

Job Duties

The general expectation for the HR staff telework arrangement is that employees will effectively accomplish their regular job duties, regardless of work location. If there are telework-specific job duties and/or expectations, specify them in the box below, or enter N/A.

- While teleworking HR Staff is required to;
- report to Lead Senior HR Administrator Zachary Olivas via email when they are reporting for work at the beginning of their regular scheduled shift, beginning and return from lunch breaks and end of their regular scheduled shift.
 - notify Lead Senior HR Administrator Zachary Olivas or Director of HR Ronald Herrera prior to returning to any LOPD office.
 - immediately report any loss in internet connectivity, IT complications, or inability to perform any of their job duties due to the telework approval.
 - forward all calls from their office telephone to a telephone that they can be reached at during their regular scheduled hours, or if they have no access to a telephone, update their work voicemail to provide instruction to callers how they can be reached.
 - refrain from printing any documents or forms, HR staff will print all documents and forms at an LOPD office.
 - abide by all LOPD memos, directives and policies as they relate to telework, and responses to the Coronavirus.



- g. remain accessible during the telecommute/regular work schedule;
- h. check in with the supervisor to discuss status and open issues;
- I. be available for teleconferences, scheduled on an as-needed basis;
- j. be available to come into the office if a business need arises;
- k. request supervisor approval in advance of working any overtime hours and request supervisor approval to leave the telework location and/or to use vacation, sick, or other leave in the same manner as when working at employee’s regular work location, during scheduled work hours.
- l. enter a comment “teleworking” in the provided bubble when teleworking.
- m. use the Telework TRC code to report all regular hours worked while teleworking. (When available)

1. Employee’s duties, obligations, responsibilities, and conditions of employment with the LOPD/HR Department remain unchanged except those obligations and responsibilities specifically addressed in this agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the normally assigned duty station. The supervisor reserves the right to assign work as necessary at any work site.
2. The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that employee’s work quality, efficiency, and productivity are not compromised by the telecommuting arrangement described herein.

Work Schedule and Location

Day of Week	Work Hours	Work Location
Sunday		
Monday	Regular Scheduled Hours	Home
Tuesday	Regular Scheduled Hours	Home
Wednesday	Regular Scheduled Hours	Home
Thursday	Regular Scheduled Hours	Home
Friday	Regular Scheduled Hours	Home
Saturday		

Telework Arrangement Modification

Unless a collective bargaining agreement states otherwise, the LOPD/HR Department may end an employee requested telework arrangement at it’s discretion. This form does not apply to telework arrangements made through the disability accommodation process. All employee-proposed changes are subject to LOPD/HR Director and Lead approval.

Telework Review

Specify a date to meet and discuss the effectiveness of the telework arrangement, or enter N/A.

Telework review date: 3/18/2020	Then daily until discontinued.
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Equipment and technology access/

The LOPD will work with the employee to determine appropriate and suitable equipment. In the spaces below, specify any equipment or technology access the employee will need to telework and whether it will be employee or LOPD provided. In the event of equipment failure or service interruption, the employee must notify their supervisor and the LOPD/IT Department immediately to discuss alternate assignments or other options. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network, with a secure password protected router.

Employee agrees to protect LOPD -owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.

HR Employee's agree to report to their supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.

HR Employee's understand that all equipment, records, and materials provided by the LOPD shall remain the property of the LOPD.

Equipment	Provided by	Responsible for loss or damage
Lap Top		
Stationary		
USB Drives		
Phone		

Taxes

Employee understands that employee is responsible for tax consequences, if any, of this arrangement.

Pay, Attendance and Leave

All pay, leave and travel entitlements will be based on the employee's telework location and the employee's time and attendance will be recorded as if /performing official duties there. Telework employees will not be granted administrative leave during inclement weather unless otherwise approved by the Director of HR, which will be approved on a case-by-case basis. The employee shall not work overtime for which additional compensation might be due without supervisory approval in advance. The employee must obtain supervisory approval before taking leave, in accordance with established procedures. Telework employees are expected to adhere to the same policies and procedures as non-telework employees. By signing this Agreement, the employee agrees to follow established procedures for requesting and obtaining approval of leave.

Incident Reports

The employee shall report any job-related injuries that occur in the course and scope of employment while teleworking at the earliest reasonable opportunity.

Policies and Procedure Acknowledgements

Initials



Telework Agreement

I have read and understand the LOPD's HR Dept. Telework Agreement Form.	
I have read and understand LOPD's policy regarding internet and email.	

Employee signature: _____ Date: _____

Lead SR HR signature: _____ Date: _____

Approved Denied

If Denied, provide reason(s): _____

Director of HR signature: _____ Date: _____

Approved Denied

If Denied, provide reason(s): _____

Distribution:

Original: Personnel File

Copies: Employee, Supervisor, Secretary