



PUTTING PEOPLE FIRST

Teleworking Request and Agreement Form

Employee Information

Name	
Date of Hire:	
Job Title:	
Department:	
FLSA Status (Check One)	<input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Temporary Work Location (Address)	
Requested Schedule (Days of Week)	

If this Teleworking Request and Agreement is approved, by affixing a signature the employee agrees to the following conditions:

- The employee will comply with all City of Birmingham (City, the City) rules, policies, practices and instructions that would apply if the employee were working at the employer’s work location. This includes the City’s Teleworking Policy.
- The employee will remain accessible and productive during scheduled work hours.
- Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.
- Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.
- The employee will report to the employer’s work location as necessary upon directive from his or her supervisor.
- The employee will communicate regularly with his or her supervisor and co-workers, which includes a weekly written report of activities.
- The employee will maintain satisfactory performance standards.
- The employee will make arrangements for regular dependent care and understands that teleworking is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.
- The employee will maintain a safe and secure work environment at all times.
- The employee will allow the employer to have access to the teleworking location for purposes of assessing safety and security, upon reasonable notice by the City.
- The employee will report work-related injuries to his or her manager as soon as practicable.

The City of Birmingham will provide the following equipment:

The employee will provide the following equipment:

The employee agrees that City of Birmingham equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on the City’s equipment. The employee understands that all tools and resources provided by the City shall remain the property of the City at all times.

The employee agrees to protect City tools and resources from theft or damage and to report theft or damage to his or her manager immediately.

The employee agrees that the employee will use his or her personal internet or Wifi services for connectivity.

The employee agrees to comply with the City of Birmingham’s policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary City and customer information accessible from their home offices.

The employee understands that all terms and conditions of employment with the City remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

The employee agrees to return City equipment and documents within five days of termination of employment, if applicable.

Employee Signature: _____ Date: _____

Manager signature: _____ Date: _____

Approvals:

Department Head Signature: _____ Date: _____

Director of HR Signature: _____ Date: _____

Chief of Staff Signature: _____ Date: _____