

Telecommuting Request and Evaluation Form



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| Name of Employee: | |
| Date of Request: | |
| Employee's Position: | |

Description of Telecommuting Arrangement:

Is this arrangement temporary, seasonal or permanent? Please explain:

Supervisor's Comments/Stipulations on the Approval:

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| Start Date: | End Date: | |
| Supervisor's Approval: | | Date: |

EMPLOYEE'S REPRESENTATIONS

I have read the Archdiocese's telecommuting policy and agree to abide by its terms and limitations.

- I accept the terms and conditions as outlined by my supervisor.
- I understand that the Archdiocese can cancel this arrangement at any time, for any reason or no reason.
- I agree to participate in on-site activities when requested to do so or when necessary to carry out the duties I have been assigned.

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| Employee Signature: | Date: |
| Pastor/Principal/Dept Head: | Date: |
| Director of Human Resources: | Date: |

Telecommuting Agreement



This Agreement is used in all instances where an employee regularly works remotely. The agreement must be signed by the employee, the supervisor, department head and Human Resources.

1. General Work Arrangement

- a. The Employee acknowledges and agrees:
 - i) The same duties, assignments and responsibilities that are performed in the office are able to be performed remotely.
 - ii) Compensation, benefits, and employment status remain unchanged.
 - iii) Professional appearance and conduct, consistent with Archdiocesan policy will be maintained while working remote.
 - iv) Video will be enabled for all teleconference meetings.
 - v) Ad-hoc remote work requests should be submitted at least one business day in advance and approved by Supervisor.
- b. The Employee agrees to:
 - i) Be fully available and engaged, accessible by phone and email during working hours and respond promptly to all forms of communication.
 - ii) Be in the office on designated in-person days.
 - iii) Record all time in the payroll system, with overtime requiring written pre-approval from the supervisor and department head, if a non-exempt employee.

2. Workspace

- a. Employee is responsible for maintaining a safe dedicated workspace, free from hazards and distractions. Employee acknowledges remote work does not substitute for child or family care arrangements.
- b. Workspace must be suitable to prevent unauthorized individuals from viewing documents or overhearing conversations. The workspace may not be in a public space (coffee shop, etc.).
- c. Home workspace is considered an extension of the Diocese workplace.
- d. The Archdiocese is not liable for injuries to others in the employee's home or for property damage.

3. Equipment and Supplies
 - a. The Diocese will provide:
 - i) Laptop, voicemail access, and system connectivity.
 - ii) Limited office supplies as needed.
 - b. Employees will provide:
 - i) Internet of sufficient speed to operate software necessary for job duties.
 - ii) Phone service, additional monitors, office furniture, etc.
 - c. No reimbursement for office equipment or supplies to be used at home office will be approved.
 - d. Equipment provided by Archdiocese is for business use only and must not be shared.
4. Confidentiality and Security
 - a. Confidentiality and discretion must always be maintained.
 - b. Sensitive records (donor, tribunal, canonical, legal, employee files) must never leave the office, in either hard copy or electronic form.
 - c. Employees must avoid suspicious websites or emails.
 - d. IT approval is required before downloading any external software.
5. Income Tax Responsibility - Employees are responsible for understanding the tax implications of a home office. The Diocese does not provide tax guidance or assume any related liabilities. Employees should consult a qualified tax professional.
6. This agreement will be reviewed at least annually, or more frequently if necessary.

This Agreement must be accompanied a Telecommuting Request and Evaluation and Approval Form.

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| Employee Signature: | Date: |
| Supervisor Signature: | Date: |
| Dept Head/Pastor/Principal Approval Signature: | Date: |