Louisiana Housing Corporation
Telework Plan and Agreement Form

This document is intended to ensure that both the supervisor and the staff ("employee") have a clear, shared understanding of the employee's telework arrangement. Each telework arrangement is unique depending on the needs of the position, supervisor, and employee. This form can be adapted to unit requirements as necessary.

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.

Employee Telework Information

Employee Name:	
Job Title:	
Department:	
Supervisor:	
Arrangement requested by:	☐ Employee ☐ Employer
Location where telework will be performed:	
Telework arrangement effective dates:	–

Job Duties

The general expectation for a telework arrangement is that the employee will effectively accomplish their regular job duties, regardless of work location. The employee's current position description is attached hereto. If there are telework-specific job duties and/or expectations or modifications to the employee's position description, specify them in the box below, or enter N/A.

Sample text: Employee will communicate daily with the employee's supervisor or designee while teleworking as directed by the supervisor. In-person attendance at required in-person meetings is expected. The employee will provide any documentation reasonably requested by the supervisor to corroborate work performed.

Work Schedule and Location

Day of Week	Work Hours	Work Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Telework Arrangement Modification

The supervisor may cancel the telework arrangement at any time upon notice to the employee. All employee-proposed changes are subject to departmental approval.

Ad-hoc modifications to this agreement should be discussed between the employee and supervisor. Substantive modifications should be documented by revising this agreement.

Telework Review

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

Telework plan review date:	

Equipment and technology access

The employee and employer agree to work together to ensure that the alternate worksite is safe and ergonomically suitable. Specify any equipment or technology access the employee will need to telework and whether it will be employee or employer provided. If equipment failure or service interruption occurs, the employee must notify the employer immediately to discuss alternate assignments or other options. All agency equipment should be secured at all times.

Equipment	Provided by	Responsible for loss or damage

Confidentiality and Security

All agency documents, materials, and data that are removed from the office are the responsibility of the employee and must be kept confidential and secure at all times.

Policies and Procedure Acknowledgement

	Employee's Initials
I have read and understand LHC's Telework Policy.	
I have read and understand LHC's Use of State Resources Policy.	

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____