



TELECOMMUTER'S AGREEMENT

In accordance with the Department of Personnel Management's "TELECOMMUTING PROCEDURES" We, the supervisor, on behalf of the Navajo Nation, and _____, collectively referred to as the "Parties", enter into this Telecommuter's Agreement to allow Employee to telecommute for the duration and per the conditions provided in this Agreement. The Parties agree that home-based telecommuting is at the discretion of the employer, and subject to discontinuation by the supervisor at any time. This agreement shall be in effect from _____ at _____ until _____ at _____. Employee's work schedule shall be [e.g., MONDAY THRU FRIDAY, 8AM-12PM, 1PM-5PM].

The Navajo Nation will pay the following work-related expenses during the Telecommuting period:

- Maintenance and repair of equipment, including cellular phones, owned by the Navajo Nation and duly-issued to the employee for the Telecommuting period.

The Navajo Nation will not pay for the following expenses during the Telecommuting period:

- Any and all day-to-day expenses not covered by the Navajo Nation under normal circumstances
- Cost, maintenance, or repairs of privately owned equipment
- Utility costs related to the use of equipment or home office
- Travel expenses associated with commuting to the regular worksite.

Telecommuting days are scheduled and shall not be substituted without advance approval of the program manager or supervisor. Employee shall appear at the main worksite _____. Employee shall work remotely _____.

Employee must be available by phone or email during work hours. Employee shall respond to emails and phone calls/messages in a timely manner.

Except to the extent the terms of this agreement conflict, the Navajo Nation Personnel Policies Manual ("NNPPM") and any _____ policies shall continue to apply during the Telecommuting period.

Telecommuting is not a substitute for dependent care. The telecommuter agrees that regular and back- up dependent care arrangements have been made, if applicable.

The telecommuter shall carry out the steps needed to ensure information security in the home office setting, and has read the Navajo Nation's security requirements and procedures. The telecommuter agrees to check with his/her immediate supervisor when security might be a concern.

The telecommuter has read and understands the Navajo Nation's telecommuting procedures and agrees to abide by those procedures and all other applicable laws, policies, and procedures.

Employee Name (print)

Signature

Date

Supervisor Name (print)

Signature

Date

Human Resources Director (print)

Signature

Date