

Clerk’s Office Telework Agreement

The following constitutes an agreement on the terms and conditions of telework between:

Employee’s name: _____

Supervisor’s name: _____

1. The employee has read and agrees to adhere to the [Guide to Judiciary Policy \(Guide\), Volume 12, Chapter 10, Telework](#), and any additional requirements imposed by the Clerk’s Office Telework Plan. The supervisor concurs with the employee’s participation in telework as outlined by the terms of this agreement.

2. The employee is authorized to telework on the following basis:

Regular Telework – Teleworking on a regular and recurring basis, no more than one day per week on the following day (unless an occasional change in the telework day is approved in advance by the supervisor):

Occasional Telework – Teleworking on an occasional basis (including intermittent or temporary full-time telework) based on work requirements (including special projects) or employee circumstances such as appointments or medical recuperation periods, as approved by the Clerk of Court or delegated manager or supervisor.

Situational Telework – Teleworking during declared emergencies (e.g., continuity of operations events, inclement weather, or similar situations) as required by the Clerk of Court or designee. This option is only available for employees designated as first responders and those with continuity of operations responsibilities.

3. The employee agrees to limit telework to the approved telework location. The telework location is (indicate either home or telework center, and full street address with city, county, state, and zip code):

4. Attendance and Leave

The employee's time and attendance will be documented as either regular hours or telework hours, i.e., telework hours must be documented on the employee's time sheet, whether regular, occasional, or situational. The employee agrees to comply with the Work Schedule and Leave Policy while teleworking, including clocking in and out at the beginning and end of the telework day. During telework hours, employees agree to remain available through instant messaging and to forward their office telephone line either to a landline at their telework location or to a mobile phone. Information about telephone forwarding is available on WikiClerk.

5. Telework During Continuity of Operations Events or Weather Emergencies

- This employee is a designated first responders or has continuity of operations responsibilities. When the court is closed to the public due to a continuity of operations event, inclement weather, or other similar circumstances (e.g., flood, fire, or loss of electricity or other services), the employee is required to telework when possible and then only as required by the Clerk of Court or designee).
- This employee is not a designated first responders and does not have continuity of operations responsibilities.

6. Travel and Relocation

Travel and relocation reimbursements are not authorized for commuting between a teleworking employee's home and official duty station.

7. Equipment, Supplies and/or Services Provided by the Court

The following government-owned equipment, supplies, and/or services may be provided by the court for the employee's use while teleworking:

- personal computer/laptop
- mobile phone or device
- printer
- mobile hotspot device
- supplies (e.g., paper, pens, toner/ink)
- other: _____

Note: For the use of government-owned equipment, see [Guide, Vol 12, § 1020.60](#). The government is not responsible for operating costs, home maintenance, or any other costs (e.g., utilities) that are associated with the use of the employee's residence as the telework site.

8. Equipment, Supplies and/or Services Provided by the Employee

The following employee-owned equipment and/or services are used by the employee while teleworking:

- personal computer/laptop
- land line telephone or cell phone equipment and service
- printer
- secured internet service
- electricity
- other: _____

Note: For use of employee-owned equipment, see [Guide, Vol 12, § 1020.65](#).

9. Information Technology (IT) Security

The court IT department has an inventory of any government-owned IT equipment provided for the employee's use at the telework site. Policies and procedures covering the care and maintenance of government-issued equipment, the security of equipment, and the protection of judiciary records and data from unauthorized disclosure or damage have been discussed, and are clearly understood. The employee certifies that the requirements are met, including the following:

- The employee will protect government records and data from unauthorized disclosure or damage. The employee agrees to maintain a VPN connection to the judiciary's network while teleworking.
- The government maintains ownership of its records, data, and any hardware or software the government provides for use by employee.
- The employee agrees to report immediately any unauthorized access to government records or data.
- The employee has completed the court's initial and periodic IT security training and understands his or her responsibilities regarding protecting access to the networks and systems as well as keeping sensitive and sealed information secure.
- Up-to-date antivirus software has been installed on the computer at the telework site (including procedures for when and how to update virus signatures) by the IT staff, or by the employee if an employee-owned computer is used for telework.
- The government will not be liable for damages to the employee's personal or real property during telework. (For liability exceptions, see [Guide, Vol 12, § 1020.80.20\(b\)](#).)

10. Safety

Requirements for a safe and adequate telework space and area have been considered and the employee certifies that the following requirements are met: (1) adequate temperature, ventilation, and lighting; (2) aisles free of obstructions; (3) space free of noise hazards; (4) handrails for stairs; (5) labeled circuit breakers and/or fuses; (6) grounded electrical equipment free of recognized hazards (e.g., frayed, loose, or exposed wires); (7) surge protector installed at the telework site; (8) telephone lines, electrical cords, and extension wires secured under a desk or alongside a baseboard; (9) office space free of excessive amounts of combustibles; (10) carpets secured to the floor and free of worn or frayed seams; (11) satisfactory placement of the monitor and keyboard; (12) enough leg room at the desk; and (13) chair adjustable with adequate support.

In appropriate circumstances, the employee agrees to permit inspections of telework site during official work hours to ensure proper maintenance of the government-owned property and work site conformance with safety standards.

11. Accident or Injury

Any job-related accident or injury occurring to the employee at the telework site must be brought to the immediate attention of the supervisor. Because a job-related accident sustained by an employee while teleworking will occur outside the premises of the court, the supervisor must investigate any report immediately following notification. The employee may be covered under the Federal Employees Compensation Act if injured in the course of performing official duties at the telework site. ([Guide, Vol 12, § 1020.55](#))

12. Either management or the employee may terminate participation in telework at any time.

_____ Employee's Signature	_____ Date
_____ Supervisor's Signature	_____ Date
_____ Manager's Signature	_____ Date
_____ Chief Deputy Clerk's Signature	_____ Date
_____ Clerk of Court's Signature	_____ Date

Note: Employees seeking to telework on a regular basis must attach an explanation of what work or functions will be performed during the telework, including the estimated time needed to complete these functions. Employees approved only for occasional telework must submit to, and receive advance approval from, their supervisor an explanation of what work or functions will be performed during any occasional telework, including the estimated time needed to complete these functions; this approval must be obtained before each instance of occasional telework.