



TELECOMMUTING AGREEMENT For Management & Professional (M&P) Staff

Version: May 2009

1. By this agreement: *M&P Employee* _____ and *Manager* _____ (on behalf of **DEPARTMENT NAME** management) accept the attached guidelines and will implement a telecommute arrangement in accordance with them.
2. This agreement covers the period from _____ to _____
3. This agreement will be reviewed and will require renewal _____
4. Off-site work will take place at the following address:

Address:	
City:	
Home Phone:	
Cell Phone:	
Fax:	
IM:	
Skype:	

Work will take place at this address or at the current office, according to the core times listed below:

	Office		Off-site	
	Start	Finish	Start	Finish
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Indicate if the agreement is for ad hoc or random days working from home*

* The employee agrees to notify their manager one week prior to each day worked from home.

5. Normal performance standards, goals, and objectives of the job extend to telecommuting arrangements. The employee and their manager may establish arrangements to appropriately monitor off-site hours. *Examples may include targets, to-do lists, and review meetings.*
6. Indicate if a UBC owned computer will be utilized or a personal home computer _____.
7. No less than 2 weeks' notice will be provided for the termination of this agreement.

Employee's signature

Employee's name

Date: _____

Manager's signature

Manager's name

Date: _____