

**RENVILLE COUNTY TELECOMMUTING AGREEMENT  
(for use by non- management staff)**

***Employee and Location Information:***

1. Employee Name: \_\_\_\_\_
2. Department: \_\_\_\_\_
3. Remote Work Location:  Employee residence  Other (specify primary location) \_\_\_\_\_
4. Employee's telecommuting Work Address: \_\_\_\_\_  
\_\_\_\_\_
5. Brief description of designated work space at remote work location:  
\_\_\_\_\_

***Telecommuting Schedule:***

6.  Monday  Tuesday  Wednesday  Thursday  Friday  Schedule remains the same each week  
 Other (specify) \_\_\_\_\_  
 As needed (e.g., due to weather) \_\_\_\_\_
7. Regular work schedule is: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

***Equipment and Furnishings:***

8. The Employer will provide the following equipment/services for purposes of telecommuting:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Employee will provide general office furnishings, internet and other items as agreed.

***CONDITIONS:***

- The Employee has read and agrees to all terms and conditions of the Renville County Telecommuting Policy.
- The Employee agrees to carry out the steps needed to ensure security of information and equipment used for telecommuting. The Employee will check with his/her supervisor if there are issues with security.
- The Employee will notify the supervisor immediately if there are equipment problems that affect performance of the work duties.
- The Employee agrees that all work completed and products created as a result of employment with the County are the property of the County.
- Employee is responsible for the care of equipment. Any equipment not returned at time of separation of employment will potentially result in reduction in wages.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

*[To be completed by supervisor/department head]*

**Job Characteristics (please check all that apply):**

- There are clearly defined tasks and deliverables.
- There are measurable work activities that can be monitored.
- There are established time frames and work points to achieve objectives and measure progress.
- The job can be performed without close supervision.
- Effect on the work group, unit or department will be minimal.
- Effect on customer service will not be detrimental.
- The job does not require access to special equipment only available at the regular work site.
- Most communication in this position can be accomplished using technology rather than face-to-face contact.
- Necessary documents are all scanned in and available to the employees (no paper copies are necessary to take out of office). Exceptions may apply.

This Telecommuting Arrangement will start on (6/1/22 or later) \_\_\_\_\_. It may be discontinued by either party within the guidelines set out in the Renville County Telecommuting Policy.

*[By signing below, you attest that you have no concerns with implementation of this agreement]*

\_\_\_\_\_  
Supervisor/Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
I.T. Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
H.R. Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Date