



REMOTE WORK APPLICATION & AUTHORIZATION/AGREEMENT

Part 1 - Application To Be Completed by Employee

Name:		Supervisor:	
Employee #:		Division:	
Position:		Department:	
Proposed Remote Work Address/Location: Include Street Address, City, State, & Zip			
<p>Remote Work Location Limited to State of Utah: Due to tax implications and employment laws that are regulated by and differ between States, Tooele City's remote work program requires that work only be performed within the State of Utah unless pre-authorized to work outside of the State of Utah on a "temporary presence" basis commensurate with training, work meeting, or similar situations. Employees may not, for example, work remotely outside of the State of Utah because they reside outside the State of Utah, to care for a family member, or for their convenience.</p>			
Home E-mail:		Home Phone:	
What is your reason for this request? <input type="checkbox"/> Work/Life Balance <input type="checkbox"/> Well-suited for job duties <input type="checkbox"/> Improve productivity <input type="checkbox"/> Health reasons <input type="checkbox"/> Childcare <input type="checkbox"/> Flexibility <input type="checkbox"/> Temporary Situation <input type="checkbox"/> Reduce commute <input type="checkbox"/> Other _____			
Are you interested in working remotely on a temporary or regular basis? _____ If temporary, please indicate desired start and end dates: _____ to _____			
Please describe how your job responsibilities are suited for working remotely and how the results of work done remotely could be measured and reviewed: 			
Employee Signature:		Date:	

Employee Forwards to Supervisor

Part 2 - Authorization & Agreement
To Be Completed by Supervisor & Employee

Request Denied

What is reason for denial?

Request is Authorized Subject to the Following

Authorized Work Schedule:

Start date of Remote Work Schedule: _____ Review date of Remote Work Schedule: _____

Number of Days Authorized: 1 2 _____

Authorized Work Days of the Week: Mon Tues Wed Thurs Fri Sat Sun

Employee is FLSA Exempt: Yes, may use discretion on hours No, employee is FLSA Non-exempt (see below)

Non-exempt employees are paid on an hourly basis for all work performed. Any hours worked over forty (40) in a work week or 84 hours in a 14-day period for police (Sunday 12:00 am through Saturday 11:59 pm) must be authorized in advance by a supervisor. Supervisors must maintain a record of actual hours worked.

Remote Work Hours for FLSA Non-exempt Employee: _____ to _____
start end

If employee is non-exempt, provide length of meal period here: _____

A non-exempt employee's work day schedule should incorporate bona fide meal period. A non-exempt employee must be completely free from work responsibilities during the meal period. It is expected that exempt employees will follow departmental guidelines regarding meal periods.

Describe any agreed variation from the remote work schedule listed above:

Equipment & Work Environment:

City property that will be used at the remote work location:
(ex. laptop, headset)

Employee-owned equipment that will be used at the
remote work location: (ex. phone, printer)

Equipment supplied by the City will be maintained by the City. Equipment supplied by the employee, will be maintained by the employee. The City accepts no responsibility for damage or repairs to employee-owned equipment. The City reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the City is to be used for business purposes only.

The employee will establish an appropriate & safe work environment within his or her home for work purposes. Tooele City will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Any employee-owned equipment will be used at no cost to the City and will be maintained by the employee. Utility costs for equipment operation will be the employee's responsibility. Further, the City will not be liable for any damages to employee-owned equipment that may result from its use in conjunction with this Agreement.

Upon termination of the Remote Work Agreement, the employee must return City equipment in the same condition in which it was originally received, minus normal wear and tear. The employee is personally responsible for missing or damaged equipment. Employee will report to I.T. upon termination of the Remote Work Agreement.

Job Performance:

Describe how the results of the work done remotely will be measured and reviewed. This may include but is not limited to meeting deadlines for assignments, number of customer interactions, finished work product, and communication methods. Attach additional sheets to this form if more space is needed.

Dependent Care:

It is important to emphasize that remote work is not a program designed to assist with dependent care. Primary care for dependents (child care/elder care) during agreed-upon work hours shall be provided by someone other than the employee. No exceptions are allowed unless declared under emergency operations directive from the Mayor.

Tax and Legal Implications:

Tax or other legal implications for the business use of the employee's home will be based on IRS and local government restrictions of the jurisdiction in which employee's telecommuting site is located during the period of the Remote Work Agreement. Responsibility for fulfilling obligations in this area rests solely with the employee.

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Termination of the Remote Work Agreement:

This Remote Work Agreement may be terminated by the employee or the City at any time. Although efforts will be made to provide reasonable notice of termination, there may be instances when notice is not possible. Report to I.T. upon termination of the Remote Work Agreement. This is so that the I.T. can take them off Citrix, or Sonicwall VPN, and possibly free up a license for another user.

Return to Office Requirement:

The remote worker must be able to be present at his/her office/department as necessary to attend meetings, training sessions, or similar events or occurrences as scheduled by the City.

Workers Compensation:

The City’s Workers Compensation program provides coverage for injuries and illnesses incurred in the course and scope of employment. “Course and scope of employment” is limited to the hours and location described in this Remote Work Agreement.

Employee Agreement:

I agree to this Remote Work Agreement. I agree to allow I.T. to remotely install necessary software on my personal device. I have reviewed all City policies pertinent to remote work, including those related to the security to City data, systems, and equipment. Furthermore, in order to ensure that my job performance will not suffer during this remote work arrangement I understand and agree to:

- A quiet and distraction free work space _____ Employee’s Initials
- A secure and adequate internet connection _____ Employee’s Initials
- Dedicate my full attention to my job duties during work hours _____ Employee’s Initials
- Adhere to break and attendance schedules agreed upon with my manager _____ Employee’s Initials
- Regular communication with my co-workers and manger _____ Employee’s Initials
- Follow all Tooele City policies _____ Employee’s Initials
- Work within the State of Utah, unless special temporary approval is given _____ Employee’s Initials
- Notify Tooele City in advance and complete a new Remote Work Application if the work site location listed on the Remote Work Application Changes _____ Employee’s Initials
- If I am a FLSA non-exempt employee, I am expected to clock in and clock out using TC+ remote system and avoid the use of the Time Sheet Entry feature for reporting hours worked when working remotely under this agreement. _____ Employee’s Initials

City Approvals:

Supervisor Signature	Date
Department Director Signature	Date
Human Resources Director Signature	Date
Mayor Signature	Date