

9. Communication between the employee and the Union (e.g. e-mail, voicemail, etc.) will be handled as follows:

Employee contact email address:

Employee contact phone number:

Other:

10. The Union is not liable for nonbusiness people at the telework location. Additionally, business meetings at the employee's telework location are strictly prohibited.

11. Additional information (optional):

Duties:

Responsibilities:

12. The duties, obligations, responsibilities and conditions of employment with the Union will not change, except the Union may require additional duties of the employee, including periodic written reports to the supervisor regarding work progress. The employee will remain obligated to comply with all Union rules, policies, practices, and procedures, including safeguarding confidential information. The employee's salary and benefits remain unchanged.

I have read and understand both the Union's Telecommuting Policy and this agreement with the understanding it is not a replacement for dependent care, convalescing, or for caring of an ill family member. I agree to abide by and operate in accordance with the terms and conditions outlined in both documents with the understanding that these are not an amendment to any existing contract. This agreement may be terminated at any time with advance notice by either me or the Union.

Employee Signature:

Date:

Department Head Signature:

Date:

Executive Director Signature:

Date:

*Original to Union human resources department
Copy: Employee, Supervisor*