

Telecommuting Agreement

Telecommuting is an alternative work arrangement offered by Northwest Kidney Centers. This agreement is designed to outline the procedures and obligations you have in participating in this program.

Procedures and overview

1. Since the employee's home workspace is an extension of the employer's office workspace, the employer's liability for job-related accidents will continue to exist during the approved work schedule and in the employee's designated work location. To ensure that a safe working condition exists, the employer will retain the right to make on-site inspections at mutually agreed upon times.
2. While telecommuting the employee must follow all NKC policies including maintaining privacy of both patient (PHI/ePHI) and NKC data.
3. Any changes to the agreed upon work schedule or workspace must be reviewed and approved by the manager and director in advance.
4. In all cases, the telecommuter will provide and pay for all necessary equipment and Internet connectivity to work remotely. This includes support, upgrades, new hardware and software, maintenance, and break-fix needs.
5. The method of connecting to the NKC technical environment, software, and systems is exclusively via RemoteApp. The employee is responsible to download and configure RemoteApp on their computer. Instructions for doing so will be provided. No other connectivity approach is provided, and the employee agrees not to attempt to connect in any other way.
6. The ability to print from a remote location is generally prohibited due to information privacy and security concerns. Requested exceptions are approved by the VP, Information Technology.
7. Restricted-access materials shall not be taken out of the office or accessed through the computer unless approved in advance by the teleworker's supervisor.
8. Office supplies will be provided by the employer and should be obtained during the telecommuter's in-office work period. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed. The employer will not provide office furniture for the workspace at home.
9. Telecommuting is not a substitute for dependent care. When necessary, telecommuters must make arrangements for dependent care during their agreed upon work hours.

10. Offering the opportunity to work at home is a management option; telecommuting is not a universal employee benefit. An employee's participation in the telework program is entirely voluntary. The employee or manager may terminate telecommuting without cause.
11. Participation in a telecommuting arrangement does not change the conditions of employment with NKC.
12. While telecommuting, the employee must be accessible during the agreed upon working hours. Telecommuters must notify their manager if they leave the telecommuting location, similar to their notification when leaving their regular office location.
13. Employees must make themselves available for conference calls, meetings at NKC sites and other obligations consistent with their role.
14. Employees who are in an active disciplinary process are not eligible to telecommute.
15. While telecommuting may be approved for a portion of a work week, a majority of work time during the week will be on site at NKC.

Agreement

This agreement confirms a telework arrangement for:

Name: _____

Job Title: _____

Department: _____

Signing this agreement means that it has been reviewed and agreed upon by the employee, supervisor and Vice President.

Employee's signature	Date
Supervisor's signature	Date
Vice President's signature	Date

Distribution of agreement:

Original: To HR for file

Copies: Employee