(Employee name), has been authorized to telework during an emergency event, beginning on (Insert Date). The decision to authorize teleworking is solely within the discretion of the company and can be modified or terminated at any time. When the company terminates the teleworking authorization, you will be notified and will be required to report to your normal work location.

For the duration of the teleworking authorization, the following provisions are applicable to you:

* Teleworking authorization does not affect basic terms and conditions of employment with the company. This includes your rate of pay, retirement benefits, and company sponsored insurance coverage, if applicable.
* You are still obligated to comply with all company rules, policies, practices, and instructions. A violation of such may result in a revocation of the teleworking authorization and discipline, up to and including removal.
* If you need to use any form of employee leave during the teleworking authorization, you must comply with all applicable requirements of the company’s leave policies.
* You are authorized to telework during your normally scheduled work hours, insert hours here (e.g. 8:00 am to 5:00 pm). Your supervisor will notify you if you are required to work outside of those hours. The company’s overtime policy applies during the teleworking authorization.
* You are responsible for accurately reporting your time worked for the duration of the teleworking authorization pursuant to the company’s policies.
* For the extent of the teleworking authorization, you and your supervisor must establish a method of communication, and you must be available for contact by anyone at the company during your normal work hours.
* In accordance with the company’s policies, you are still responsible for protecting all sensitive data and confidential information.
* You agree that company equipment will not be used by anyone other than you and only for business-related work. The employee will not make any changes to security or administrative settings on company equipment. You understand that all tools and resources provided by the company shall remain the property of the company at all times.

I acknowledge receipt of this Temporary Teleworking Notice and Agreement and the terms stated herein.

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Employee Date

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Supervisor Date