Employer/telecommuter written agreement checklist

* The employee will be covered by the employer’s workers’ compensation coverage when at home, if the employee is injured while performing job duties.
* The employee is required to hold any client or business meetings at the official work office, and not at home.
* The employer will not be responsible for the cost of utilities other than those specifically agreed upon such as the cost of additional telephone lines.
* The employee will obtain a fire and safety inspection of the home worksite before telecommuting begins. (Employee will use a UL approved surge protector, and a grounded outlet for telecommuting equipment.)
* The employer will provide itemized pieces of equipment and any necessary upgrades to the equipment as determined by the employer.
* The employee will be responsible for securing, with a lock or other security device, the telecommunications equipment provided by the employer, and will be responsible for any damages to the equipment which are the result of failure to secure. The employee will also be responsible for the safeguarding of records, files, correspondence, and other business papers.
* The employee will be responsible for regular backup and maintenance of computerized files, unless a network system of routine back-up is provided.
* The employer may inspect the home worksite, with adequate notice, to ensure that the equipment is being properly maintained. Visits should be scheduled in advance during normal business hours.
* (If non-exempt employee) The employee will be responsible for recording all hours worked and submitting that record on a weekly basis to their supervisor. Employee is also responsible for taking all appropriate breaks listed in the Employee Handbook. If circumstances require the employee to work in excess of 40 hours in a 7-day period, the employee must seek authorization from his or her supervisor before exceeding the 40-hour workweek.