

TELEWORK AGREEMENT

The following constitutes an agreement on the terms and conditions of telework between:

Employee's Name: _____

Manager's Name: _____

Court/Chambers: _____

United States Bankruptcy Court, Eastern District of California

1. The employee has read and agrees to adhere to the court's local Telework Policy.
2. Employee agrees to limit telework to the approved telework location, the telework location is (indicate either home or telework center, and full street address with city, county, state, and zip code):

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3. Check the box that applies to your job position. By checking the box, you agree to the terms and conditions for the position as shown below:

Case Managers and Calendar Clerks may telework on either a Regular and Recurring schedule or on an Ad Hoc basis. I will be available for duty between 8:30 a.m. and 4:00 p.m., except for prearranged leave or flextime;

Operations Support employees may telework on either a Regular and Recurring schedule or on an Ad Hoc basis. I will be available for duty between 8:30 a.m. and 4:00 p.m., except for prearranged leave or flextime;

Courtroom Deputies may telework on either a Regular and Recurring schedule or an Ad Hoc basis. The District Operations Manager and the respective judge must sign a Telework Agreement allowing the employee to telework. They must have approval from their judge and manager prior to each day that is teleworked;

Ad Administrative Services employees may telework on an Ad Hoc basis with approval from their manager;

The Clerk of Court, Chief Deputy Clerk, the District Operations Manager, Division Supervisors and the IT Manager may telework on an Ad Hoc basis with approval from their manager;

Information Technology employees who work as Software Developers and Systems/Server Administrators may telework Ad Hoc basis with approval from their manager;

Team Leaders may telework in an Emergency Only basis with approval from the Clerk of Court, and their manager;

Information Technology employees who work in the capacity of technical support, desktop support or help desk may telework an Emergency Only basis with approval from the Clerk of Court and their manager.

4. Travel and Relocation

Travel is not authorized when a teleworker commutes between his or her home and the official duty station (i.e., the court for an employee who is not defined as a full-time teleworker).

5. Equipment, Supplies, and/or Services Provided by the Court

The Court's IT Manager has an inventory of any government-owned IT equipment provided for an employee's use at the telework site. The employee has signed an IT Inventory Control form for the court-owned equipment he/she will use at home. The employee agrees to set up and maintain this equipment with minimal support from the IT Department.

The following government-owned equipment, supplies, and/or services may be provided by the court for the employee's use while teleworking, budget permitting:

- Laptop Computer
- Additional Monitor: 1 or 2
- Other: _____
- Docking Station
- Keyboard
- Mouse

6. Equipment, Supplies and/or Services Provided by the Employee

The government will not be liable for damages to employees' personal or real property during telework. The following equipment, supplies, and/or services are provided by the employee while teleworking:

- Land line or cell phone equipment and service
- Internet connectivity (cable) service
- Other: _____
- Printer
- Electricity

7. Information Technology (IT) Security

Policies and procedures covering the care and maintenance for government-issued equipment and the protection of judiciary records and data from unauthorized disclosure or damage and have been discussed, and are clearly understood. The employee certifies that the requirements are met, including the following:

- Employee will protect government records and data from unauthorized disclosure or damage.
- The government maintains ownership of its records, data, and any hardware or software the government provides for use by employee.
- Employee agrees to immediately report any unauthorized access to government records or data.
- The employee has completed the court's initial and periodic IT security training and understands his or her responsibilities regarding protecting access to the networks and systems, as well as keeping sensitive information secure.
- Up-to-date antivirus software has been installed on the laptop.

8. Safety

Employees are expected to establish a safe work place at the telework location. Any job-related accident or injury occurring to the employee at the telework site must be brought to the immediate attention of the Human Resources Manager.

9. Requested Schedule and Start Date

I request the following biweekly telework schedule:

Regular and Recurring (indicate 1st, 2nd, 3rd or no preference):
 ___ Tuesday ___ Wednesday ___ Thursday

Telework start date: _____

Ad Hoc: Dates to be approved by manager as they occur.

Emergency Only: Dates and hours: _____

Other: _____

10. Either management or the employee may terminate participation in the telework at any time.

Employee's Signature

Date

Manager's Signature

Date

Appointing Official's Signature (Emergency Only)

Date

Judge's Signature (if applicable)

Date

Please forward a copy of the completed form to HR.