



City of Anaheim
Temporary Telecommuting Assignment Policy – Attachment A

Employee Name: _____

Department/Division: _____ **Supervisor:** _____

Job Title/Position: _____

Telecommute Start Date: _____

Remote Work Location

Address: _____

Phone # : _____

Alternate #: _____

Email Address: _____

Work Schedule

Hours Per Week: _____ **Schedule Type (5/40, 9/80, 4/10):** _____

- | | | | |
|--------------------------|-----------|-------------|-----------|
| <input type="checkbox"/> | Monday | From: _____ | To: _____ |
| <input type="checkbox"/> | Tuesday | From: _____ | To: _____ |
| <input type="checkbox"/> | Wednesday | From: _____ | To: _____ |
| <input type="checkbox"/> | Thursday | From: _____ | To: _____ |
| <input type="checkbox"/> | Friday | From: _____ | To: _____ |
| <input type="checkbox"/> | Saturday | From: _____ | To: _____ |
| <input type="checkbox"/> | Sunday | From: _____ | To: _____ |

Meal Breaks: Hourly employees working full-day schedules of six hours or more, are required to include a minimum thirty (30) minute unpaid meal break into the daily work schedule.

Employee & Supervisory Responsibilities

Employees and supervisor agree to maintain regular communication through email, by phone, video chat, or other means on an agreed schedule and as needed basis.

Employees on temporary telecommuting assignment are expected to respond to



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manager/supervisor within 15 minutes of call during agreed regular work hours, with the exception of during unpaid meal breaks. Managers/supervisors shall communicate work expectations for telecommuting employees and ensure appropriate compliance with expectations.

Equipment/Supplies Inventory

Equipment/Supply	Supplied by City	Supplied by Employee
Computer:	_____	_____
Cell Phone:	_____	_____
Printer:	_____	_____
Other Equipment:	_____	_____
	_____	_____

Employee Verification

I have reviewed and agree to the provisions in this Temporary Telecommuting Agreement. I verify that I have also read and understand the City of Anaheim Temporary Telecommuting Assignment Policy, attached hereto for reference and agree to all of its terms. I further understand that the arrangement to work remotely is temporary and may be rescinded, without notice, based on needs of the City.

Employee Signature	Date
Supervisor/Manager	Date
Department Director	Date