



## Temporary Remote Work Agreement

In response to the school closure due to COVID-19, Haartz is authorizing temporary telecommuting assignments to designated positions for parents whose children are in K-12. Eligible positions will be determined by the Senior Management team and will be based on functional role and business needs.

### Employee Information

Name: \_\_\_\_\_ Job title: \_\_\_\_\_

Department: \_\_\_\_\_ Employee Number: \_\_\_\_\_

### The employee agrees to the following conditions:

- The employee will make best efforts to maintain productivity, communication and responsiveness as if they were onsite. The employee remains obligated to comply with all Haartz rules, policies, practices.
- Although the employee’s schedule may be modified to accommodate needs related to address supporting remote school, telecommuting is not a replacement for childcare. The focus of the telecommuting arrangement will remain on job performance and meeting business demands during the agreed upon schedule.
- Telecommuting is available only to employees with school age children in grades K-12 on days when school is closed or remote without any option to send children to school.
- Employees are expected to be in the office on days that their child is in school. Additionally, it is expected that employees will put forth an effort to develop a plan with other family members taking on some of the added responsibilities, when possible. Employees are expected to notify their supervisor and human resources immediately in the event that the school schedule is modified.
- Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices and will obtain supervisor approval prior to working unscheduled overtime hours.
- The employee will establish a safe and secure work environment. Haartz will not be responsible for costs associated with initial setup of the Telecommuter’s work environment. The employee will report work-related injuries to his or her manager as soon as practicable.
- The employee understands this plan will be reviewed on a regular basis and that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.
- Employees understand that telecommuting is a voluntary alternative work arrangement and in no way no way changes the terms and conditions of employment.

I request approval to telecommute based on the schedule indicated below from \_\_\_\_\_ to \_\_\_\_\_ (insert dates) because I am unable to work full time in the office in order to support the educational needs for my son or daughter because my child’s school has been closed due to COVID–19 precautions. If E-FMLA is included in the work plan noted below, a separate E-FMLA request form will be required.

Name(s) and age(s) of child(ren): \_\_\_\_\_

Name of school (Please attach school plan with selected learning plan) \_\_\_\_\_

**TELECOMMUTING AND OFFICE SCHEDULE**

Day of Week	Daily Work Hours	Location: T: Teleworking; O=Office E=EFMLA
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Day of Week	Daily Work Hours	Location: T: Teleworking; O=Office E=EFMLA
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**My signature below indicated I have read and understood and will comply with the terms and conditions of this agreement.**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

**I have reviewed and approve this Temporary Remote Work Agreement.**

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Mary Tighe  
Vice President, Human Resources

\_\_\_\_\_  
John Fox  
President

Cc: Human Resources  
Personnel file