



## TELECOMMUTING AGREEMENT

This Agreement between \_\_\_\_\_ and the FLORIDA LOTTERY is to formalize a process whereby \_\_\_\_\_ will be conducting state business at \_\_\_\_\_ for a \_\_\_\_\_ month period. This arrangement will begin on \_\_\_\_\_ and at any time can be terminated at the will of the employee or the FLORIDA LOTTERY with written notification.

Both parties to this Agreement voluntarily agree to the following terms and conditions of telecommuting:

- This Agreement is for the period \_\_\_\_\_, which may be extended, and is of mutual benefit to the FLORIDA LOTTERY, hereinafter referred to as Agency, and to \_\_\_\_\_ hereinafter referred to as Employee.
- Prior to beginning work under this Agreement, the Employee must submit proof of homeowner's or renter's commercial general liability coverage to the Agency indicating the limits of coverage at the home worksite.
- The Employee will work away from the Agency's office setting at \_\_\_\_\_. The Employee's work schedule will be set and mutually agreed upon between the Employee and the Employee's immediate supervisor on a \_\_\_\_\_ basis. The Employee will complete assigned work as agreed upon. Time and attendance will be recorded according to the Fair Labor Standards Act in accordance with Agency policy.
- Compensation, benefits, and work status will not change due to this Agreement when the employee is performing the same work as when in the Agency's office.
- The Employee will be allowed to use \_\_\_\_\_ which will be provided by the Agency. Employee agrees to protect any State-owned equipment and to use the equipment only for official purposes. Use by family members and others is prohibited. The Agency agrees to install, service, and maintain any State-owned equipment issued to the telecommuting employee. Any State-owned equipment will be returned to the Agency at termination of the Telecommuting Agreement.
- Employees must obtain supervisory approval before taking leave in accordance with established procedures. The Employee agrees to follow established procedures for requesting and obtaining approval of leave.
- The Agency will supply materials necessary to complete assigned work at the work site through the Employee's in-office visits. Out-of-pocket expenses for supplies normally available through the Agency will not be reimbursed.
- All Agency data must be handled in a secure and confidential manner.

