



Pete Ricketts, Governor

COVID-19 Temporary Alternative Worksite Agreement

I. General Work Arrangement

This is an Agreement between the State of Nebraska and the Employee to establish the terms and conditions for performing work at an alternate work site on a temporary basis.

The start date for performing work at an alternate work site will commence on the date and time chosen by the Supervisor and will continue until the Supervisor determines otherwise. Upon termination of this Agreement or upon an order to return to the regular work site location by the Supervisor, the Employee will return to their regular work site location at the time and date the Supervisor decides, that is during the Employee's normal work hours.

This Agreement may be modified or terminated upon notice by the Supervisor.

The following conditions apply:

Employee's telecommuting schedule should match their normal work hours, unless otherwise agreed to. If it varies, please include those details below.

Employee's alternative work schedule if applicable: _____.

Employee's regular telecommuting phone number is: _____.

While telecommuting, the Employee will:

- Remain accessible during the telecommute work schedule;
- Check in with the supervisor to discuss status and open issues;
- Be available for teleconferences, scheduled on an as-needed basis;
- Request supervisor approval in advance of working any overtime hours (if employee is non-exempt);
- Request supervisor approval to use vacation, sick, or other leave in the same manner as when working at employee's regular work location; and
- Submit time worked in the same manner as when working at employee's regular work site.



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Employee's duties, obligations, responsibilities, and conditions of employment with the State remain unchanged except those obligations and responsibilities specifically addressed in this agreement. Job responsibilities, standards of performance, and performance reviews remain the same as when working at the regular state work site. The supervisor reserves the right to assign work as necessary at any work site.

II. Safety & Equipment; Information Security

Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to employee's supervisor at the earliest reasonable opportunity. Employee agrees to hold the state harmless for injury to others at the alternate work site.

Employee agrees to protect state-owned equipment, records, and materials from unauthorized or accidental access, use, modification, damage, destruction, or disclosure.

Employee agrees to report to their supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.

The Employee understands that all equipment, records, and materials provided by the State shall remain the property of the State.

With reasonable notice and at a mutually agreed upon time, the State may make on-site visits to employee's telecommute location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of state property, and to maintain, repair, inspect, or retrieve state property.

The Employee agrees to return state-owned equipment, records, and materials within 7 days of termination of this agreement. Within 7 days of written notice, the Employee must return state-owned equipment for inspection, repair, replacement, or repossession.

I hereby affirm by my signature that I have read this Agreement and understand and agree to all of its provisions.

Employee Signature

Date

Supervisor's Signature

Date

Please send this signed agreement to your Human Resources Department for placement in employee's personnel file. Employee and supervisor should each keep a copy of this agreement for future reference.