

WISCONSIN STATE LEGISLATURE TEMPORARY TELECOMMUTING AGREEMENT

This telecommuting agreement between the Wisconsin State Legislature and [Click or tap here to enter text.](#) specifies the conditions applicable to an arrangement for performing work at an alternate work location (telecommuting) on a *temporary* basis. Please note that failure to comply with any item below may result in loss of telecommuting privileges. This agreement can be withdrawn at any time by either party.

As a legislative telecommuter employee, I understand and agree to the following:

1. This agreement begins on [Click or tap here to enter text.](#) and is temporary in nature.
2. The alternative, temporary work location is located at [Click or tap here to enter text.](#).
3. Normal work duties and assignments are authorized to be performed at the alternative work location. The supervisor reserves the right to assign work as necessary at any work location.
4. The employee agrees to document work done at the alternative work location by emailing a description of work performed to his/her supervisor (this email should be sent at the end of each day).
5. The employee agrees to remain accessible during designated work hours. The following methods of agreed upon communication are:
 - a. Cell phone: [Click or tap here to enter text.](#)
 - b. Email: [Click or tap here to enter text.](#)**@legis.wisconsin.gov**
6. The employee agrees to maintain a safe and secure work environment. Specifically, the employee agrees that any workspace will accommodate the equipment used while the employee is working, and the employee agrees to protect the workspace from any hazards and/or dangers that could affect the equipment and/or the employee. The employee understands that the Wisconsin State Legislature has no reasonable means to inspect or evaluate the alternate work location and accepts this responsibility.
7. The employee understands that the designated alternate workspace is considered an extension of his/her Wisconsin State Legislature work location, and therefore he/she is governed by the provisions of worker's compensation. As such, the employee agrees to report all work-related injuries to his/her supervisor and the Legislative Human Resources Office (LHRO) at the earliest reasonable opportunity. The employee agrees to hold the Wisconsin State Legislature harmless for injury to others at the alternate work location.
8. The employee understands that the Wisconsin State Legislature will not be liable for injuries to members of his/her family or any other persons at the alternate work location.
9. The employee agrees to use Wisconsin State Legislature owned equipment, records, and materials for purposes of legislative business only, and to protect them against unauthorized or accidental

access, use, modification, destruction, or disclosure. The employee agrees to report to his/her supervisor instances of loss, damage, or unauthorized access at the earliest reasonable opportunity.

10. The employee agrees to provide his/her own equipment for use at the alternate work location, unless he/she been approved to use Wisconsin State Legislature-owned equipment at the alternate work location. The employee understands that he/she will be provided VPN software to connect to the Legislature's domain. *(NOTE: Employees should contact the Legislative Technology Services Bureau (LTSB) with any questions/needs related to VPN software.)*
11. The employee agrees to use remote access services (VPN) to connect his/her home office computer while working at the alternate work location. In addition, the employee understands that all legislative work should be done through the legislative network, and it is forbidden to transfer files or save legislative related data or work to his/her personally-owned computer.
12. The employee understands that all equipment, records, and materials provided by the Wisconsin State Legislature shall remain the property of the Wisconsin State Legislature.
13. The employee understands that it is his/her responsibility to make sure that the alternate work location is covered by appropriate insurance. The employee understands that the Wisconsin State Legislature is not liable for the employee's personal property.
14. The employee understands that electricity and internet connectivity at the alternate work location is his/her responsibility.
15. The employee understands that he/she is responsible for any tax consequences of this arrangement and for conformance to any local zoning regulations.
16. The employee understands that his/her personal vehicle shall not be used for Wisconsin State Legislature business unless specifically authorized by his/her supervisor.
17. The employee understands that all obligations, responsibilities, terms, and conditions of employment with the Wisconsin State Legislature remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.

Employee _____ Date _____

Supervisor _____ Date _____

***PLEASE SEND A COPY TO THE LEGISLATIVE HUMAN RESOURCES OFFICE:
Amanda.jorgenson@legis.wisconsin.gov**