
Employee Name

**University of Massachusetts
President's Office
TELECOMMUTER AGREEMENT RENEWAL**

This Agreement does not constitute a contract for employment or a modification of any other existing terms and conditions of employment between the employee and the employer. The employee affirms that he/she has read and fully understands the University's Telecommuting Guidelines, which is part of the original Agreement.

Except as agreed to in the original "Telecommuter Agreement", employee rights provided for in the employee's collective bargaining agreement are not affected by participation in a telecommuting program. Rights or benefits provided under the employee's collective bargaining agreement between the University and the employee labor unions are neither enhanced nor abridged by the implementation of a telecommuting arrangement.

This Telecommuter Agreement acts as notification to the employee and Human Resources that telecommuting privileges have been extended through _____, or until terminated before then by either party.

TELECOMMUTE WORK SCHEDULE

WORK HOURS	WORK DAYS

The Telecommuter must be available by phone during the core business hours of _____ to _____ (i.e. 8:00 to 4:30).

Overtime must be authorized in advance by management. .

This renewal of the Telecommuting Agreement shall remain in effect for one year or until terminated by either party.

The employee and supervisor will annually sign a renewal as a reminder of the commitments made under the original Agreement.

Employee Name

The following signature of the employee and his/her supervisor indicates that each has read and understands the original Agreement and agrees to abide by the terms and conditions contained herein.

Employee Name Printed

Manager Name Printed

Employee Signature

Manager Signature

Date

Date

Department's Executive Signature
UITS – Associate VP COO/CTO

Date

HR Signature

Date

Original to HR
With Copy to each:

- Employee
- Supervisor
- Manager