



What standards of performance will be established for these telecommuting assignments?
What means will be used to assess the employee's performance while telecommuting?
How will communication with the supervisor be handled while telecommuting?
How will communication with others in the department/University and customers be handled while telecommuting?
How will telephone or other contacts for the employee at the University work site be handled?
Itemize the equipment, software, supplies, data or furniture the employee will need at the telecommuting site. Specify which of these items the department will provide and which the employee will provide.
What support services (e.g., troubleshooting equipment problems) will the employee need at the telecommuting site and how will these be provided?
What will be done to ensure the security of the equipment, software, supplies, data and property?
In the event of equipment failure, how will "down time" be handled? (e.g., employee will perform assignments that do not depend on equipment; time will be made up within the week or charged to an appropriate leave balance; etc.)
What records will the employee keep at home and how will they be handled?

Employee's Signature	Date
Manager's Signature	Date