

Coastal Protection & Restoration Authority

Formal Teleworking Agreement

This document is intended to ensure that both the supervisor and employee have a clear, shared understanding of the employee's telework arrangement. Each telework arrangement is unique depending on the needs of the agency, position, supervisor, and employee.

This agreement in no way alters my current employment relationship or my obligation to observe all applicable agency rules, policies, and procedures. All existing terms and conditions of employment, including but not limited to my position description, salary, benefits, leave, overtime, etc. remain the same as if I worked at the primary worksite.

Employee Telework Information

Employee Name:		Personnel #:	
Job Title:			
Division:			
Supervisor:			
Alternative Worksite Address: Street Address, City, State, Zip Code, Parish	Check here if this is not your home address		

Telework Terms and Conditions

1. All teleworkers are responsible for obtaining reliable phone service and high-speed internet connections. These connections must be maintained for the duration of the teleworking agreement.
2. All teleworkers shall be connected to the CPRA Virtual Private Network (VPN) at all times while performing work from their state-owned laptops at the alternative worksite.
3. Telework hours are regular work hours and may not be used for personal activities. All teleworkers are expected to remain accessible during designated work hours. Just as with regular work hours, teleworkers are expected to follow the CPRA Time and Attendance Procedures as it relates to requesting time off. In the event that overtime is anticipated, this must be discussed and approved in advance with the supervisor/manager and submitted to HR for final approval by the Executive Director.
4. All teleworkers will report to the primary worksite, as necessary, upon directive from management.
5. All teleworkers shall code time worked as "ZTEL" through LEO and include comments specifying the type of ZTEL (Formal, Situational, or Covid).

Employee Agreement / Management Approval

I agree to abide by the terms and conditions set forth in this CPRA Telework Agreement Form and all requirements of the CPRA Telework Policy.

I understand that this Formal Arrangement must be reviewed and renewed each year during the PES evaluation session. I understand that management has the right to amend, terminate or suspend this Agreement at anytime.

I understand that failure to comply with the provisions of this Agreement and the CPRA Telework Policy may result in termination of the Agreement, and/or other appropriate corrective measures.

I understand that my alternative worksite is an extension of my assigned primary worksite. As such, I am responsible for continuing to comply with all applicable laws, rules, regulations, and policies regarding my position and my employment at CPRA.

I understand that this agreement is not finalized and I may not begin Telework until it is approved by the Executive Director.

Employee Signature	Date
Supervisor/Manager Signature	Date
Division Chief Signature	Date
Executive Director Signature	Date