

# Coastal Protection & Restoration Authority

## Situational 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.

### Employee Telework Information

Employee Name:		Personnel #:	
Job Title:			
Division:			
Alternative Worksite Address: Street Address, City, State, Zip Code, Parish	Check here if this is not your home address		
I am requesting the following day/time(s):			
Total # of ZTEL hours requested: <i>*See Example Situations for time coding instructions</i>			
My reason for requesting Situational Telework is:			
Lists of work tasks that I intend to perform while teleworking:			

### Telework Terms and Conditions

Telework hours are regular work hours and may not be used for personal activities. 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.

All teleworkers shall code time worked as "ZTEL" through LEO and include comments specifying the type of ZTEL (Formal, Situational, or Covid). The duration of time requested as teleworking on this form must match the ZTEL on your timesheet.

### 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 agreement is not finalized until approved by my management and I should make every effort to submit this form in advance; however, I understand that I must complete this form no later than the date of my return to the primary worksite.

<b>Employee Signature</b>	<b>Date</b>
<b>*Supervisor/Manager Approval</b>	<b>Date</b>

*\*Supervisors may digitally sign, manually sign, or approve via email reply at the Supervisor's discretion.*