

The New America School-NM

SHORT-TERM TELEWORK AGREEMENT

Employee Name: _____

Job Title: _____

FLSA status (check one): _____ Exempt _____ Non-exempt

This temporary Short-Term Telework Agreement begins on _____

and ends on _____, or as directed by the Principal.

Temporary work location: _____

Employee schedule: _____

School will provide the following equipment:

The Employee named above has received a copy of the School's Temporary Teleworking Policy (attached), and agrees to adhere to the policies, procedures, conditions and guidelines contained therein, which are incorporated into this agreement by reference. The Employee understands that all terms and conditions of employment with School remain unchanged, except those specifically addressed in this agreement. The Employee understands that the School's administration retains the right to modify this agreement on a temporary or permanent basis for any reason, at any time. The Employee agrees to return School equipment, documents and records within 24 hours of termination of employment.

Employee signature

Date

Approved:

Head Administrator

Date