

Office of Public Health

Contract Employee Teleworking Agreement

This agreement is only valid during COVID 19 response period and may be rescinded at the directive of the Assistant Secretary regardless of end date noted below.

Employee Name (Last, First, MI)	Contractor Employer Name
Job Title	Primary Work Site Location

Main Office Workplace Primary Work Site		Telework Location	
Section		Type of location	
Supervisor		Address City, State, Zip	
Work schedule		Work Schedule	
Phone Number(s)		Phone Number(s)	
La.Gov Email Address		Alternate Email Address	

Teleworking does not change the conditions of employment or required compliance with LDH policies, Civil Service rules nor federal or state laws. Supervisors must ensure proper compliance with work hours. The teleworking employee is expected to maintain at least the same level of availability, levels of productivity and quality of work as though the employee were working out of the primary work site location. Prompt return of phone calls, meeting attendance, email and other remote communication are expected. Teleworkers must notify their supervisor if they leave their telework work location, just like traditional office conduct.

As a condition of this telecommuting agreement I will document the activities I am engaged in on my Outlook Calendar. I acknowledge and agree to allow the LDH to monitor my email, electronic review of my work, more detailed expectation of deliverables and/or any other method used to adequately document and judge my work product and performance. Any time not worked while at the telecommuting site, will be submitted to my supervisor for the applicable leave requests.

Work Agreement Effective Date

Work Agreement Ending Date

Employee's Signature

Date

Appointing Authority Signature

Date

A copy of the Telecommuting Work Agreement must be provided to the contract employee with original kept by the supervisor.