



National Radio Astronomy Observatory

520 Edgemont Road
 Charlottesville, VA 22903 USA
 434.296.0211 | Fax 434.296.0278
 www.nrao.edu

TELECOMMUTING AGREEMENT

Employee Name:	
RAO/ID #	
Alternative Work Site Address:	
City:	State/Zip:
Phone:	Fax:
Effective Date of Telecommuting Schedule:	

Work Schedule:	Mon	Tue	Wed	Thu	Fri
In office					
Telecommuting					
Specify Telecommuting Hours Each Day:					
From:					
To:					
Core Hours (if work day is non-standard)					
To:					
From:					

This agreement will be regularly reviewed by the employee and supervisor. It is understood the agreement may be terminated at will, at any time by the supervisor.

"I have read and understand the Observatory's Telecommuting Policy (HR Policy 2.6). I understand and agree that the Observatory will have no liability for damages, direct or indirect, to employee-owned computer systems and/or software as a result of connection to an Observatory remote computing network. I agree to maintain my alternative work site with appropriate safety considerations."

Employee Signature: _____ Date: _____

Supervisor's Approval: _____ Date: _____

Computing Division Approval: _____ Date: _____

Head of Human Resources Approval: _____ Date: _____