

T Center Portal User Agreement

Name of Teleworker : _____ Tel : _____

Address : _____ e-mail : _____

I wish to learn under a telework arrangement as specified in this Telework Agreement, pursuant to the rules and procedures as contained in the t-Center Telework manual. I understand that this Agreement solely governs the telework arrangement and does not alter my at-will status or other terms and conditions of my training. I also understand that approval of a teleworking plan is discretionary, and a non-exclusive set of factors which may be considered in the approval process includes the reduction of employee commute trips, the employees job performance history, the nature of the work, effect on service to the public, effect on office workload, competing work schedule or leave requests and potential costs or saving to the state.

Teleworking Equipment,Software,Supplies and Furniture

I agree to check out,sign for and use equipment including all related software, data, supplies and furniture, provided by t-center solely for my responsibilities as a teleworker.I understand that I am solely and exclusively authorized to use this equipment for teleworking purposes. This sole use condition also applies to t-Center provided hardware and software that I may use with personally-owned computer systems in my telework environment.

I agree to protect tcenter information and data against loss, damage or misuse in accordance with all applicable tcenter rules and policies.

Equipment and furniture at t-center shall remain the property of tcenter and is only on loan to me during the time I have checked it out.I agree to reimburse the tcenter for any damages or loss of owned property, except normal wear and tear. Tcenter will not provide maintenance of participants owned equipment and or furniture. Tcenter will not be responsible for telephone, data lines or utility expenses, or for installation, monthly charges or costs incurred by me in connection with the approved telework plan.

Secrecy and Privacy

I will maintain at all times the secrecy and privacy of the teleworking portal.

I will use the teleworking portal only for the purpose of learning to do teleworking.

I will also maintain secrecy and privacy of my employers who give me tasks to perform.

I will not divulge any information, data or other related matters of the portal to anyone.