

TELECOMMUTING AGREEMENT (appendix to employment contract)

[This agreement template is applicable to telecommuting by an employee with an employment contract falling within the scope of the IT service sector's collective agreement. The template is not suitable unchanged if an employee is hired directly for telecommuting only.]

The Company Ltd, as employer, and the employee agree on telecommuting on the following terms. Moreover, the employee agrees to comply with the company's instructions for data security arrangements [if necessary, to be appended to the telecommuting employment contract].

Employee:	
Volume of telecommuting:	<p>On average, ___ days per week of telecommuting related to work.</p> <p><input type="checkbox"/> Telecommuting days are the following weekdays: _____</p> <p><input type="checkbox"/> Telecommuting days are to be agreed on in advance with the supervisor as follows: _____</p> <p>_____</p> <p>In addition to the agreement above, the employee is obliged to come to the workplace when necessary on account of work arrangements.</p>
Primary telecommuting location:	
Work to be performed as telecommuting:	<p><input type="checkbox"/> Tasks in compliance with the employment contract</p> <p><input type="checkbox"/> The following tasks: _____</p> <p>_____</p> <p><input type="checkbox"/> In addition to the above-mentioned, other tasks assigned by the employer</p>
Duration of telecommuting (specify time):	<p><input type="checkbox"/> Until further notice, as from _____</p> <p><input type="checkbox"/> For a fixed term, until _____</p>
Termination of telecommuting:	<p>The employer and/or employee can, should he or she so wish, terminate telecommuting by providing notice to this effect in writing no later than ___ months in advance (termination period).</p> <p>If the need to terminate the telecommuting contract is due to the employee's negligence as concerns telecommuting or compliance with data security instructions, the employer can, for a valid reason, terminate the telecommuting agreement without a period of notice.</p> <p>Notification of terminating telecommuting does not entail termination of the employment contract. Instead, as the telecommuting agreement ends, the employee returns to work at the company location specified in his or her employment contract.</p>
Working hours:	<p>The starting point is that the provisions of the collective agreement applicable for regular working hours shall apply to telecommuting. If the employer decides on the scheduling of the employee's working hours and is able to supervise working hours during the day, the provisions of the collective agreement applicable to additional work and overtime shall apply to telecommuting. However, the employer and employee shall always agree in advance in writing on additional work and overtime.</p>

<p>Other terms and conditions:</p>	<p>Telecommuting will not affect pay, fringe benefits, the entitlement to annual holiday and holiday bonus, the right to sick pay, medical examinations, temporary absence, or family leave.</p> <p>The employee's obligation to work is the same as for work on the employer's premises. Reporting is carried out in the manner agreed on with the supervisor.</p> <p>In addition to the normal confidentiality obligation, the employee must pay particular attention to ensuring the data security of material stored at the telecommuting location.</p> <p>Travel expenses and daily allowances will not be paid for travel between the telecommuting location and the workplace location specified in the employment contract.</p> <p>If the tax authorities define telecommunications connections for remote work as a taxable benefit, the taxable value will be added automatically to the employee's pay. Introduction of connections or giving them up will not affect monetary salary.</p> <p>The employer will acquire the equipment and tools required for telecommuting, and deliver them to the employee. The employer is responsible for the maintenance of and insurance for them, and the costs incurred by them in compliance with the instructions valid at the company.</p> <p>If, during telecommuting, the employee does not have access to a telephone paid for by the employer, the employer will compensate the employee for the use of private telephones for business matters. The actual costs incurred will be compensated for. If required, the employee must present a reliable account of the costs.</p>
<p>In addition, the following is agreed:</p>	

Date and location

Employee

Employer/supervisor