

**TELECOMMUTING SCHEDULE
EXHIBIT A**

1. Telecommuting Schedule:

The telecommuting schedule is as follows:

_____ Regular schedule

In office: _____ days _____ hours
 _____ days _____ hours

At home: _____ days _____ hours
 _____ days _____ hours

_____ No regular schedule, and separate permission for each telecommuting day will be obtained from _____.

2. Communications

While telecommuting the employee shall communicate with the office every _____ by phone. Messages are to be returned within _____.

Telecommuter shall maintain a functional phone and _____ in order to receive messages and bulletins. (FAX, voice mail, answering machine, etc.)

Reports and _____ shall be delivered by _____ every _____.

List meetings / events that must be attended by telecommuter.

3. ACCESS REQUIREMENTS

County Information Systems to which telecommuter will have access from remote work location (if any):

<u>SYSTEM</u>	<u>APPLICATION</u>	<u>DATABASES</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____