



Mitchell E. Daniels, Jr., Governor
John P. Ryan, Director

Indiana Department of Child Services
Room E306 – MS47
302 W. Washington Street
Indianapolis, Indiana 46204-2738

317-234-KIDS
FAX: 317-232-4497

www.in.gov/dcs

Child Support Hotline: 800-840-8757
Child Abuse and Neglect Hotline: 800-800-5556

TELEWORK AGREEMENT

Telework Office

Telework Location: All telework offices must be within the employee’s residence.

Address: Street Address
 City, State, Zip Code

Telephone: Insert Number with Area Code

Assigned Office

Will other staff use the assigned office when the employee teleworks? YES NO

Work Schedule

Effective Date: Insert MM/DD/YYYY

Telework Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
Insert work hours				
Insert total hours				

Assigned Office Schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
Insert work hours				
Insert total hours				

Equipment

The agency is not responsible for any private property used, lost, or damaged. The state may pursue recovery from the employee for state owned property that is deliberately or negligently damaged or destroyed while in the employee’s care or control. The employee is advised to contact an insurance agent and a tax consultant regarding working from home.

It is the employee’s responsibility to ensure that DCS confidential records and work materials are secured in a locked storage area in the employee’s home. The purchase of and maintenance of a locked storage area is solely the employee’s responsibility.

Please list all office equipment and software that will be used at the telework office. Additionally, the brand, model and serial number must be documented for all state equipment.



Protecting our children, families and future

Item	Owner	Brand	Model	Serial Number
Insert Item	Insert Owner	Insert Brand	Insert Model	Insert Serial Number
Insert Item	Insert Owner	Insert Brand	Insert Model	Insert Serial Number
Insert Item	Insert Owner	Insert Brand	Insert Model	Insert Serial Number
Insert Item	Insert Owner	Insert Brand	Insert Model	Insert Serial Number
Insert Item	Insert Owner	Insert Brand	Insert Model	Insert Serial Number

Signatures

Telework contracts are valid from Insert Date to Insert Date, but no more than one fiscal year and may be modified or canceled at any time by the employee or DCS by giving at least a one-week notice or in accordance with the stipulations relating to disciplinary action found in the DCS Telework policy.

I have read and understand the DCS Telework Policy and this agreement. I agree to abide by and work in accordance with the terms and conditions outlined in the policy. I agree that the sole purpose of this agreement is to regulate teleworking and that it constitutes neither an employment contract nor an amendment to any existing contract. I have been advised to consult with an insurance agent and a tax consultant regarding working in my home.

Employee Name (Please Print)

Employee Signature

Date

Supervisor Signature

Date

Local Office Director Signature

Date

Regional Manager Signature

Date

Central Office Deputy Director Signature

Date

