



**FLORIDA CLERKS OF COURT  
OPERATIONS CORPORATION**

2560-102 BARRINGTON CIRCLE ✓ TALLAHASSEE, FLORIDA 32308 ✓ PHONE 850.386.2223 ✓ FAX 850.386.2224 ✓ WWW.FLCCOC.ORG

CCOC Telecommuting Work Plan Agreement

Date Requested: \_\_\_\_\_

Employee: \_\_\_\_\_

Telecommuting Work Plan (TWP) Request (include days and hours, with meal breaks, and length of requested TWP):

**AGREEMENTS**

The CCOC agrees to the following terms for approved Telecommuting Work Plans:

1. Provide employees with an approved telecommuting work plan
2. Provide employees with the appropriate equipment to work remotely including,
  - a. access to a computer and network that meets the needs of the position
  - b. keyboard, mouse, mousepad, webcam, and speakers if not included with an all-inclusive device such as a laptop,
  - c. docking station or secondary screen (contingent upon position type, available inventory, or funding if lack of inventory exists)
  - d. instructions for connections necessary to perform their telecommuting duties.
  - e. desktop support while telecommuting
3. CCOC leadership and management will be available to assist employees in their duties and responsibilities while telecommuting.
4. CCOC technology help desk will be available for assistance to the employee during telecommuting work hours.

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## TELECOMMUTING WORK PLAN AGREEMENT

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The employee agrees to the following terms for approved telecommuting agreements:

1. Utilize only authorized and/or approved systems and software to perform work functions during established telecommuting work hours.
2. Protect the confidentiality and sensitivity of accessed information and actively safeguard CCOC information against unauthorized access from telecommuting locations.
3. Be available during established telecommuting work hours.
4. Participate in required audio, video, and/or text communications during established telecommuting work hours.
5. Respond timely to communications during established telecommuting hours.
6. Accurately record work time and work activities to justify recorded work hours.
7. Make alternative arrangements for family care needs that occur during the telework schedule. Employee shall not have primary responsibility for childcare, dependent adult care, or other activities not ordinarily part of their job functions during established telecommuting hours.
8. Ensure the alternate work environment is
  - a. clearly defined as a workspace that is free from distractions and obstructions,
  - b. adequately illuminated,
  - c. well ventilated and heated,
  - d. outfitted with supplies and equipment (both CCOC and employee-owned) that are in good condition, such as chair, desk, monitors, mouse, mouse pad, keyboard, noise canceling headphones, webcam, microphone capabilities, speakers, etc.
  - e. organized to minimize risks of fire, spontaneous combustion or other health and safety hazards such as ensuring:
    - i. extension cords are properly grounded,
    - ii. exposed or frayed wiring and cords are repaired or replaced immediately upon detection,
    - iii. electrical enclosures (switches, outlets, receptacles, and junction boxes) have tight-fitting covers or plates,
    - iv. surge protectors are used for computers, fax machines, and printers, and
    - v. heavy items are securely placed on sturdy stands close to walls.
  - f. organized to keep the computer components out of direct sunlight and away from heaters,
  - g. secure from unauthorized access to assigned office computer or CCOC files.
9. Ensure that computer software and programs are updated routinely as dictated by the CCOC information technology plan, including security and anti-virus software.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_