



Telecommuting Guidelines and Agreement

Addendum – C: Telecommuting Agreement: List of DUHS Property

Employee Name: _____

Department: _____

Equipment Name & Serial Number

Issuance Date

1. _____

Date _____

2. _____

Date _____

3. _____

Date _____

4. _____

Date _____

5. _____

Date _____

6. _____

Date _____

Any computer equipment or home office setup items, listed above or otherwise provided by DUHS for staff member's telecommuting remains the property of DUHS and must be returned upon request of management, or in case of extended illness, upon the employee's resignation, termination or transfer. DUHS will repair and replace damaged items unless it is deemed to be a result of negligence or abuse. Staff members are expected to take reasonable precautions to protect the items from theft, damage, or misuse. All inventory listed above, and the use of, is subject to the terms of the DUHS Telecommuting Guidelines.

Employee's Signature _____ Date _____

Manager's Signature _____ Date _____