

TALQUIN ELECTRIC COOPERATIVE, INC.
TALQUIN WATER & WASTEWATER, INC.

Telework Request and Acknowledgement

I _____, acknowledge that I received a copy of the Talquin Electric Cooperative, Inc. Telework Policy that covers many important aspects of the limits and requirements of telecommuting. Among other things, the Telework Policy covers the following:

- The Cooperative may end the telecommuting assignment at any time or may require that I return to work at a Cooperative assigned work location at any time.
- The Cooperative may inspect the remote location workplace at any time.
- Equipment and property purchased by the Cooperative for my convenience or to facilitate the telecommuting assignment remains the property of Talquin Electric Cooperative, Inc. and must be returned to the Cooperative on demand.
- I must report to a Cooperative assigned work location at any time.
- The Cooperative's rules, policies, practices, and instructions continue to apply to me while teleworking.
- Acceptance of a telecommuting assignment does not alter my status as an at-will employee.

I request the following telework arrangement beginning on _____ (enter date) and ending on _____ (enter date).

Cooperative Assigned Work Location: _____

Requested Telework Location: _____

General Work Hours			
Day:	Hours		Location: Office or Telework
	From:	To:	
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

I understand that the Telecommuting Policy represents current TEC policy and that it does not create a contract of employment. The Cooperative retains the right to change the Telework Policy and/or arrangement at any time, without advance notice, as it deems appropriate.

Employee Signature

Department Head Approval

General Manager Approval