



Working Remotely Acknowledgement

The following is an acknowledgement that the employee is aware of the requirements under Policy and the Fair Labor Standards Act for hourly employees who are allowed, on a temporary basis, to work at a remote location. Please read the following and then confirm understanding and acknowledgement by initialing next to each statement.

____ Employee has read and understands the City of Tulsa's Hours of Work and FLSA Overtime Policy (Section 219) and agrees to abide by it. Collective Bargaining Employees should also refer to the Hours of Work and Overtime provisions in the applicable Agreement.

____ Employee agrees to:

- Accurately track, report, and submit all of his or her time worked and any leave.
- Not to perform any work that is not reported as worked, nor to report as worked any time that was not in fact worked. Successfully perform the essential functions of the job.
- Be responsible for approving their time worked and/or leave taken within the appropriate time and attendance system utilized by the City. Such approval is the attestation by the employee that the information is a true and correct representation of all hours to be paid.
- Safeguard confidential information used while working at a remote location.

____ Working remotely on an "as needed" basis is not a condition of employment, is not an employee benefit or right and employees are not entitled to work from a remote location. The work from a remote location arrangement may be terminated by the City at any time.

____ The City and the employee will have the same responsibilities for job-related accidents or injuries to the employee. The City does not assume responsibility for injury to any persons at the employee's remote Worksite. The City reserves the right to investigate work-related accidents and injuries.

____ Working remotely will accommodate business requirements. Employees working remotely will report to the City Worksite as requested by management.

____ Compensation, benefits, and work responsibilities will not change when working in a remote location.

____ Overtime must be approved by management in advance of the work.

____ Employee will not care for dependents or conduct personal business during scheduled work hours, unless they are on break or have clocked out.

I have viewed the FLSA training video for temporary remote non-exempt work.

____ **Complete the following information and then sign in the space provided.**

Employee name:

(Please print name)

Authorization Signatures

Employee Signature

Date

Submit completed form to CompClass@cityoftulsa.org