

**STATE OF MARYLAND TELEWORK POLICY (POST-PANDEMIC)  
TELEWORK AGREEMENT**

This Agreement is between the Employee and the Employing Agency (Agency). The Employee and the Agency, intending to be legally bound, agree as follows:

*SCOPE OF AGREEMENT*

The duties, obligations, responsibilities, and conditions of Employee’s employment with the Agency remain unchanged while teleworking.

The State of Maryland’s [Telework Policy \(Post-Pandemic\)](#) or “the Policy,” is hereby referred to and made a part of this Telework Agreement. By signing the Telework Agreement, the Employee and the Agency agree to abide by the terms of the Policy and any subsequent changes to it.

*DURATION OF AGREEMENT*

This Agreement shall become effective as of the date signed and shall remain in full force and effect until terminated by the Agency or by the Employee, with the Agency’s consent.

Revocation of telework privileges may occur at the sole discretion of the Agency Head or designee if the Employee fails to comply with the Policy. Nothing in the Policy or this Agreement precludes the Agency from taking any appropriate action, up to and including termination from State service, against the Employee for failing to comply with the provisions of the Policy or this Agreement.

|   |                                 |               |
|---|---------------------------------|---------------|
| _____<br>Employee’s Name (Printed)  | _____<br>Employee’s Signature   | _____<br>Date |
| <p>By my signature below, I affirm that, as Employee’s supervisor, I have reviewed this Agreement with Employee and will assume responsibility as the Agency’s representative for ensuring that all terms and conditions of the Policy are met.</p> |                                 |               |
| _____<br>Supervisor’s Name (Printed)  | _____<br>Supervisor’s Signature | _____<br>Date |
| _____<br>Agency   |                                 |               |