



# UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF MISSISSIPPI

## TELEWORK AGREEMENT INTERNSHIP PROGRAM

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The following constitutes an agreement on the terms and conditions of telework between the intern and the United States District Court for the Northern District of Mississippi (Court).

Intern's name:

Supervisor's name:

Judicial Officer's name:

Length of Internship:

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The intern has read and agrees to adhere to all the policies and regulations, and to the terms outlined in this agreement. The supervisor concurs with the intern's participation in telework as outlined by the terms of this agreement.

1. This agreement is valid for the full length of the internship.
2. **Time and Attendance:** The supervisor is responsible to document and provide time and attendance records to the intern's educational institution, if need be.
3. The following intern-owned equipment and/or services are required for use by the employee while teleworking:
  - Cell phone
  - High-speed internet service
4. The following government-owned equipment and/or services will be provided by the court for the employee's use while teleworking:
  - Surface Pro
5. **Information Technology (IT) Security:** Policies and procedures covering the security and the protection of judiciary records and data from unauthorized disclosure or damage are clearly understood. The intern certifies that the requirements are met, including the following:
  - The Intern will protect government records and data from unauthorized disclosure or damage.
  - The government maintains ownership of its records, data, and any software the government provides for use by the intern.
  - The intern agrees to immediately report any unauthorized access to government records or data.
  - The intern understands his or her responsibilities regarding protecting access to the government systems as well as keeping sensitive information secure.



- Up-to-date antivirus software has been installed on the computer at the telework site (including procedures for when and how to update virus signatures) by the IT staff.
  - The government will not be liable for damages to the intern's personal or real estate property during telework. (For liability exceptions, see [Guide, Vol 12, § 1020.80.20\(b\).](#))
5. The Court will not be responsible for operating costs, home maintenance, or any other costs (e.g., utilities) that are associated with the use of the intern's residence as the telework site.
  6. A safe and adequate telework space is required.
  7. The intern is aware that travel and relocation expenses are not authorized by the Court.
  8. **Accident or Injury:** Any job-related accident or injury occurring to the intern at the telework site must be brought to the immediate attention of the supervisor. Because a job-related accident sustained by an intern while teleworking will occur outside the premises of the Court, the supervisor must immediately investigate and report following notification. The intern may be covered under the Federal Employees Compensation Act if injured in the course of performing official duties at the telework site. ([Guide, Vol 12, § 1020.55](#)).
  9. Either the judicial officer, supervisor or the intern may terminate participation in telework at any time.

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*Intern's Signature*

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*Date*

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*Supervisor's Signature*

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*Date*

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*Judge's Signature*

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*Date*