

Remote Working/Telecommuting Agreement

Purpose/Instructions: The purpose of this form is to establish specific terms and conditions that the employee and University agree upon for remote working/telecommuting.

Distribution: Original remains in department; complete copy to employee, supervisor, and Human Resources.

Employee Name: _____ Lobo ID: _____

Position Title: _____ Position's FLSA Status: Exempt Non-Exempt

Department: _____ Supervisor Name: _____

This request is for: Remote Working (short-term) Telecommuting (long-term; requires VP signature)

Requested dates: From: _____ To: _____

Address of alternate work site location(s): _____

1. Describe alternate work site (e.g. home section office of living room, etc.) and attach a photo or sketch, including location of furniture, equipment, and electrical outlets.	
2. Indicate specific workdays/hours for each work location:	
Day of week/hours planned	
Primary Work Location (Campus Office)	
Alternate Work Site Location	
3. Indicate specific and/or various types of assignments to be performed at the alternate work site.	
4. List University assets that will be used by the employee at the alternate work site location and will be returned to the University immediately upon expiration or termination of this agreement.	
5. Describe how communication (i.e. email, voice mail, etc.) will be coordinated.	
6. List the supervisor's performance expectations and measures, how they will be communicated, and when feedback will be given (e.g. volume, quality of work, deadlines, etc.).	

7. Additional conditions agreed upon between the employee and supervisor.

Employee and Supervisor agree:

- a. Remote working/telecommuting is a management option, not an employee right. The operational needs of the University take precedence over this agreement. Participation is voluntary and in no way alters the employment relationship with the University or the obligation to observe all applicable University rules, policies, procedures, guidelines, and standards. All existing terms of employment, including but not limited to the position description, salary, benefits, vacation, leave and overtime remain the same as if the employee worked at the regularly assigned place of employment.
- b. The employee will not let non work-related events and activities disrupt or interfere with work at the alternate work site. Remote working/telecommuting is not a substitute for dependent child or eldercare.
- c. To review work assignments on an agreed upon schedule to ensure work is being timely and satisfactorily completed.
- d. The employee will maintain accurate time records to support and substantiate the work hours and work products. If the position is non-exempt, the employee will obtain advanced approval before working more than 40 hours in a workweek. The employee must obtain advance approval in accordance with [APM 5.04, Employee Leave Policy](#), before taking leave.
- e. The University assumes no liability for injury at the alternate work site to any other person who would not be in the work area if the duties were being performed at the employee's regular place of employment.
- f. Employee will be responsible for any damage done to his/her personally owned equipment used under this agreement, or that results due to the remote working/telecommuting arrangement.
- g. Employee is financially responsible for equipment that is lost, stolen, or damaged because of the employee's negligence, misuse, or abuse.
- h. Employee shall provide and maintain a healthy and safe environment at the alternate worksite. Employee must immediately notify their supervisor in case of an on-the-job injury.
- i. The employee is responsible for ensuring confidentiality, safety and integrity of data, documents and software used at the remote site.
- j. This Agreement is subject to termination solely at the discretion of the University. The University reserves the right to terminate without a notice period for any violations of University policy, a violation of the conditions of the agreement or when there is a relevant change in university policy or law.

By signing this agreement, I agree that I have read, understand and will comply with the terms and conditions under which this agreement was approved. This agreement is not an employment contract and does not explicitly or implicitly guarantee nor imply permanent employment with the University.

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Department Head: _____

Date: _____

Dean/AVP: _____

Date: _____

Vice President: _____

Date: _____