**##Office Name##**

**##School Name##**

**Temporary Telework Agreement**

**##Term | Year##**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee) has expressed interest in performing employment through a remote work assignment. Telework is a voluntary agreement between the supervisor and the employee. Given the core nature of the work to be performed (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_), this work can also be beneficial to the university (employer). The employer and employee mutually agree to offer employment under a telework agreement subject to the following terms and conditions.

1. This agreement begins on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and continues until \_\_\_\_\_\_\_\_\_\_\_\_\_.
   1. Telework days: Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_
   2. Telework hours: Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_
   3. Flexible options are available and must be approved in advance by the supervisor.
   4. Appropriate leave will be assessed for weeks of less than 40 hours work completed.
   5. Teleworker will seek in advance and have approved use of any type of leave.
   6. Any overtime must be approved in advance per regular office practice.
2. The remote worker will work from the following alternative worksite: Home (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_).
3. Employee will continue work as 1.0 FTE and maintain current job status.
   1. Employee will be expected to participate via conference or video calls at regularly scheduled meetings.
4. The teleworker agrees to be available during the assigned business hours of 8:00 a.m. to 5:00 p.m. for communication through such methods as email, cell phone (or home phone), voice mail, etc.
   1. Employee agrees to respond promptly per standard office practice.
   2. Employee-initiated schedule changes must be discussed and approved in advance by the supervisor.
   3. Employee will promptly notify supervisor when unable to perform work assignments.
5. Employee will provide activity reports to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ daily.
   1. Daily feedback and assessment as appropriate as if employee were in the office and could stop by for a conversation.
   2. Employer agrees to provide feedback and assessment for the employee as well as set goals, priorities, and expectations.
   3. Weekly feedback and check-in will be performed for continuity.
6. Employee is responsible for security of information, documents, and records in possession or used in remote work.
   1. University-owned information must be accessed via secure login.
7. Computer Equipment:
   1. Employer will provide a university-owned laptop. If keyboard and mouse are desired, utilize those from your workstation.
   2. Teleworker agrees to provide a secure location for university-owned equipment and property. Non-university employees are not allowed to use university provided equipment for any reason or purpose.
   3. Employer will maintain or repair/replace work-related equipment problems so long as that maintenance or repair is solely work-related in nature. Employee is responsible for repair on any privately-owned remote work equipment.
8. The department/division/school will not pay for the following expenses or reimburse for expenses prohibited by University policy:
   1. Data Access and Phone.
   2. Utility costs associated with the use of the computer or occupation of the home.
   3. Homeowners or Renters Liability Insurance to cover use of space in the alternate worksite.
   4. Office furnishings and supplies (reasonable supplies can be obtained from the standard process.
9. Employer retains the right to modify or suspend the agreement on a temporary basis or as a result of employee request supported by the supervisor. Employer retains the right to modify or end the agreement if the employee’s performance of his/her duties decline and/or are deemed less than satisfactory.
10. Employee is required to follow all university polices as outlined in the Human Resource personnel policy and procedures.

Employee/Employer have read this university Remote Work Agreement and agree to its terms. Employee/Employer accept the assignment as outlined.

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| Remote Worker’s Signature & Date | Division Signature & Data |
| Supervisor’s Signature & Date | Human Resources Signature & Data |