Telecommuting Flexibility Agreement

This Agreement specifies the conditions applicable to an arrangement for working from a remote worksite on a regular basis.

The Agreement begins on _____________ and continues until _________________.

1. Days and hours when the employee will normally work at the primary worksite are:

_____________________________________________________________________________

2. Days and hours when the employee will normally work at the remote worksite are:

_____________________________________________________________________________

3. The remote worksite is located at:

_____________________________________________________________________________

4. Duties and assignments to be performed at the remote worksite are:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

5. Plans for establishment of remote worksite are (e.g., furnishings, equipment, materials and supplies, utilities):

_____________________________________________________________________________

_____________________________________________________________________________

6. Plans for effective communication while the employee is working remotely are (e.g., when and how employee, supervisor/department head, customers and/or coworkers will correspond with each other):

_____________________________________________________________________________

_____________________________________________________________________________

7. Plans for monitoring the effectiveness of the arrangement are (e.g., deliverables, outcomes, project reports, evaluations):

_____________________________________________________________________________

_____________________________________________________________________________
8. The employee agrees to remain accessible during designated work hours, and agrees that the unit/department reserves the right to modify or suspend immediately this Agreement in case of unanticipated circumstances regarding employee performance or operational needs.

9. The employee agrees to maintain a safe and secure work environment. The employee agrees to allow the University access to assess safety and security, upon reasonable notice.

10. The employee agrees to report any work-related injuries to the supervisor/department head at the earliest opportunity. The employee agrees to hold the University harmless for injury to others at the remote worksite.

11. The employee agrees to use University-owned equipment, records, and materials for purposes of University business only, and to protect them against unauthorized or accidental access, use, modification, destruction, loss, theft, or disclosure. Incidental personal use is not to be permitted to interfere with the use of the equipment for University business. The employee agrees to report to the supervisor instances of loss, damage, or unauthorized access at the earliest opportunity.

12. The employee agrees that all equipment, records, and materials provided by the University shall remain the property of the University.

13. The employee agrees that her/his personal vehicle will not be used for University business unless specifically authorized by the supervisor.

14. The employee agrees to return University equipment, records, and materials within ____ days of termination of this Agreement. All University equipment will be returned to the University by the employee for inspection, repair, replacement, or repossession with ___ days written notice.

15. The employee agrees that he/she is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

16. The employee agrees that additional hours involving overtime (for non-exempt employees only) at any workplace must be approved in advance by the supervisor/department head.

17. The employee agrees that all obligations, responsibilities, terms and conditions of employment with the University remain unchanged, except those obligations and responsibilities specifically addressed in this Agreement.

I hereby affirm by my signature that I have read this Telecommuting Flexibility Agreement: Telecommuting, and understand and agree to all of its provisions.

_______________________________________________ ______________________________
Employee Signature Date

_______________________________________________ ______________________________
Supervisor/Department Head Signature Date

Employee and supervisor each keep a copy of this agreement