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**Michigan
Technological
University**

**Human Resources
2nd Floor, Lakeshore Center**

(906) 487-2800

Remote Work Form

** Please note that prior to approving a remote option, the supervisor should discuss technology and user support needs/issues with Information Technology (IT) by calling (906) 487-1111.*

Employee Information

Name: _____

Job Title: _____ Department: _____

Remote Work Start Date: _____ Anticipated End Date: _____

Location

Requested designated location of remote worksite _____

The employee agrees to work at the designated site during the hours specified in the agreement as defined below. Any change must be approved in advance by the supervisor.

Employment Obligations

Non-exempt employees are subject to FLSA regulations. Any hours worked over 40 in a workweek must be authorized in advance by the supervisor and the employee must be paid overtime. The supervisor will maintain a record of actual hours worked. Non-exempt employees working 8 hours in a row should have a defined meal period.

The remote employee may or may not be expected to attend meetings, training sessions or similar events as required by the supervisor.

Attendance

Employees must obtain supervisor approval before taking any leave in accordance with established procedures.

Employee Responsibilities and Obligations

- All job responsibilities and conditions of employment apply as if the employee were working at the primary worksite.
- Employees will comply with all University rules, policies and procedures that would be in effect if the employee were working at the primary worksite. Employees must notify their supervisor immediately of any situation that interferes with their ability to perform their jobs.
- Work developed or produced during remote work away from the primary worksite remains the property of Michigan Tech.
- Employees must certify that the remote work environment is safe and the same safety habits that would be used at an on-campus site are being practiced.
- Remote employees are encouraged to contact their insurance agent for any information regarding home worksites and coverage for equipment that is damaged, destroyed, or stolen.
- An employee who is in a remote agreement is not entitled to reimbursement for travel mileage to attend work onsite.
- Tax deductions (i.e. home office deductions) are not applicable if the remote arrangement is for the convenience of the employee. The employee should seek professional advice for any questions or concerns regarding tax issues.
- Failure to follow policies, procedures, and practices may result in termination of the arrangement and/or disciplinary action.

Work Details

Employee Telephone Number: _____
(where employee can be reached during remote hours)

Employee Email Address: _____
(email address from which employee will be working)

Remote Resources Checklist

Equipment/Furniture/Supplies	Provided by Employee	Provided by Michigan Tech	Insured by Employee	Insured by Michigan Tech
Telephone line			N/A	N/A
Telephone basic phone rate			N/A	N/A
Telephone calling options (voicemail, call waiting, teleconferencing, etc.)			N/A	N/A
Telephone long distance charges			N/A	N/A
Cell phone			N/A	N/A
Cell phone options (email, internet access, etc.)			N/A	N/A
Internet			N/A	N/A
Computer (CPU, monitor, keyboard)				
Laptop				
Scanner				
Printer				
Copier				
Software			N/A	N/A
Printer ink cartridges				
Office Supplies (pens, pencils, etc.)			N/A	N/A
Furniture		ADA Only	N/A	N/A

Applicable Terms

Workers' Compensation

The remote employee is covered by workers' compensation for an injury or illness resulting from performing official duties at the designated site. The employee must authorize access to appropriate officials at the remote site to perform safety inspections and/or investigate a workers' compensation claim.

Supplies and Furniture

Authorization for any additional supplies and/or furniture must be approved by the supervisor prior to purchase. All purchasing needs to follow the guidelines outlined by the Purchasing Department. The employee's department may provide standard office supplies as needed.

Unless otherwise specified in the Remote Agreement, the employee will be responsible for providing furniture at the remote worksite. Michigan Tech is not responsible for loss, damage, or wear of the remote employee's owned equipment and/or furniture. Repair and/or replacement costs and liability for privately owned equipment and furniture used for remote work is the responsibility of the employee.

Property and Equipment

Home worksite equipment shall generally be provided by the employee. In the event that equipment is provided by Michigan Tech, such equipment shall be used by the employee exclusively for Michigan Tech business.

Prior to physical transfer of property off-campus, the employee will gain approval by submitting a Property Transfer Request Form.

<http://www.admin.mtu.edu/acct/pdf/OffCampusUseForm.pdf>

The employee is responsible for ensuring all items are used according to the Michigan Tech Property Manual.

http://www.admin.mtu.edu/acct/dept/prop_mgt/ch6s1.html

The employee agrees to take reasonable steps to protect any University property from theft, damage, or misuse. This includes maintaining data security and record confidentiality. The employee will comply with all copyrights and licensing agreements for all software owned by the University. Depending on the circumstances, the employee may be responsible for any damage of, or loss of, University property based on the discretion of the University.

The employee is responsible for maintenance and repair of these items unless other arrangements have been made in advance and in writing with the supervisor/manager's approval. The University assumes no responsibility for any damage to, depreciation of, or loss of the employee's personal property that may be used at home (or another remote worksite) for Michigan Tech business. Michigan Tech may pursue recovery from the remote employee for University property that is deliberately or through negligence damaged or destroyed while in the employee's care.

The employee will return University equipment, records, and materials, upon request and/or termination of the remote work agreement. The employee may be responsible for any costs necessary to return, repair, or replace University property. If Michigan Tech property is not returned upon request, at the end of a remote work situation or upon termination, the employee (or former employee) is responsible for all costs to replace any unreturned equipment.

If the employee is unable to meet work obligations due to equipment issues, the employee will notify their supervisor and may be required to travel to the workplace to perform their job functions until the issues are resolved. The employee agrees to report to their supervisor/manager instances of loss or damage to University property, or known unauthorized use or access to University systems or data.

Property Insurance

The University has an insurance program to insure its property wherever it is approved for use. The Request for Use of University Property Off Campus form <https://www.mtu.edu/isso/financial/property/manual/off-campus-use.pdf> must be completed and filed with this form in order for coverage to be effective for capitalized equipment removed from campus premises.

In the case of any damaged or lost equipment, the Purchasing Office must be contacted as soon as possible for assistance in filing a claim. A \$5,000 deductible applies to any loss or damage to University property including theft and/or vandalism. This deductible cost will be the responsibility of the department. Personal property used in connection with Michigan Tech employment is not covered under the University's insurance policy and should be covered by home or rental insurance. The University is not liable for personal property.

Data Security

Employees may find the need to take University confidential information off-site to remote location in either paper or electronic form. In order to ensure the security and confidentiality of sensitive information, employees must take appropriate safeguards to protect the integrity of data and prevent unauthorized disclosure such as by not sharing passwords with others or implementing screensavers.

External computers that are used to administer University resources or access sensitive information must be properly configured and secured. Employees are required to connect to the University's network through the Virtual Private Network (VPN), have personal firewall software installed, and be running current virus protection software. Contact Information Technology to ensure proper configuration and security.

When accessing sensitive data remotely, it is prohibited to store sensitive data (such as Social Security Numbers, student records, credit card numbers) onto local hard drives, floppy disks, or other external media (including laptops and smartphones). Employees should periodically save files to a server that is maintained by the University.

All employees must follow all University policies and procedures relating to the security and integrity of sensitive data. Please refer to the Michigan Tech's Information Security Plan: http://security.mtu.edu/policies-procedures/ISP_Final.pdf

The remote employee will protect University information from unauthorized disclosure or damage and will comply with federal, state and university rules, policies and procedures regarding disclosure of public and official records. Work done at the employee's remote site is regarded as official University business. All records, documents and correspondence, either in paper or electronic form must be safeguarded for return to the University. Release or destruction of records should be done only in accordance with University policy and procedure and with the knowledge of the employee's supervisor. Electronic/computer files are considered University records and shall be protected as such.

University Records and Files

All University records and files temporarily stored at a remote location remain the property of Michigan Tech. Products, documents and records that are used, developed or revised must be copied and/or returned to the University when requested, at the end of the remote agreement and/or at the termination of employment.

The employee will protect all confidential University documents from unauthorized access.

Personal Property Liability

The University will not be liable for damages to the remote employee's property resulting from the remote agreement.

Termination of Agreement

By signing this agreement, I state that I have read and understand the remote guidelines and remote conditions and agree to the terms and conditions set forth by this agreement. I believe that my work can be completed within the above schedule and location with no loss of customer service or disruption to others in my department, the University or external customers. I understand that it is my responsibility to make my remote arrangement a success. A supervisor or other staff member may terminate or modify the arrangement at any time within the guidelines of contractual obligations (if applicable).

I agree with the conditions for use of Michigan Technological University equipment, furniture, and/or data and the nature of the equipment, supplies, and expenses to be provided for or paid for by the department as outlined in this agreement.

Employee Signature

Date

Employee Name (printed/typed)

Supervisor Signature

Date

Supervisor Name (printed/typed)

Please send completed and signed form to:
Human Resources
humanresources@mtu.edu

Questions? Need more info?
Contact: (906) 487-2280