



Employee Name (please print): _____
Last Name First Name MI

University ID: _____ Title: _____

Department/Unit: _____

Supervisor Name (please print): _____

Agreement Dates: _____
Begin Date End Date

Dates for remote working agreement review: _____

These conditions for remote working are agreed upon by the employee, the supervisor, and the Dean/VP or Designee.

1. The employee will work at:

Street Address City, State, Country

2. If the employee is working outside the State of Oregon or Internationally, there is additional information and approval steps that must be completed. Please see: [working out-of-state website](#).

3. The employee's designated remote work location (e.g., home office section of living room, etc.) will include the following:

Instructions for Question 4

For FLSA Exempt Employees (not eligible for overtime):

- a) If subject to a structured work schedule, complete all of question 4.
- b) If not subject to a structured work schedule, complete just the hours per day.

For FLSA Non-Exempt Employees (eligible for overtime):

Complete all of question 4. Advance supervisory approval is required to vary from the stated times.

4. The employee's remote work schedule will be:

Day of the Week	Start Time	End Time	Hours Per Day	Comments

5. The [position description](#) is current and reflects the job duties the employee will perform while working remotely.
6. If University-owned equipment will be used by the employee at the remote work location, the employee and the Dean/VP or Designee must complete, sign and attach an Intra-Department Equipment Loan Agreement for Employees.

You may download the Intra-Department Equipment Loan Agreement for Employees at: [Property Loan Agreement](#)

☐ No University equipment will be used at the remote work location.

Employee's initials: _____ Supervisor's initials: _____

☐ University equipment will be used at the remote work location and a signed Intra-Department Equipment Loan Agreement for Employees is attached.

7. Communication between the employee and their office (e.g., e-mail, voice mail, etc.) will be handled as follows:

8. Employee agrees to allow OSU to inspect the employee's designated work location at mutually agreed-upon times to ensure that effective working conditions exist that support safety.

9. Additional conditions agreed upon by the remote working employee and the supervisor are as follows:

This agreement is subject to the terms and conditions stated in the OSU Remote Work (Telecommuting) Policy, a copy of which is attached.

I have read and understand both the OSU Remote Working Policy and this agreement. I agree to abide by and operate in accordance with the terms and conditions outlined in both documents. I agree that the sole purpose of this agreement is to regulate telecommuting and it neither constitutes an employment contract nor an amendment to any existing contract. I understand that this agreement may be terminated at any time within generally three (3) working days advance notice by either myself or the University.

1. Employee & Labor Relations Officer Date

2. Employee Signature Date

3. Supervisor Signature Date

4. Dean/VP or designee Signature Date

Employee & Labor Relations Officers

Cory Vieira (cory.vieira@oregonstate.edu) – Classified, Graduate Assistants, and Student Employees

Trina Young (Trina.Young@oregonstate.edu) – Professional Faculty and Academic Faculty

Employee & Labor Relations Officer should be set up as first signature in DocuSign.

INTRODUCTION

Oregon State University (OSU) supports remote working where there is an operational need, or there is potential for University savings. This policy applies to all OSU employees. All employees who are remote working must have an approved Remote Working Agreement on file with University Human Resources (UHR).

DEFINITION

Remote working is defined as work and transportation alternatives that substitute home-to-work commuting with the option of working at a home work site or a satellite work location while meeting the business needs of the University. Employees are considered to be remote working anytime they are not working at a University provided work site or location.

Home work site is defined as the employee's home, utilizing furniture and equipment normally provided by the employee.

Satellite work location is defined as a work site that is not located at a University operational facility or in the employee's home.

Remote working is not intended for temporary work at home due to special conditions such as providing dependent care, recovering from an illness, caring for children, or caring for an ill family member.

This policy complies with all applicable provisions of the Americans with Disabilities Act.

To ensure an effective, productive remote working program, OSU establishes the following policies:

A. General

1. Professionalism in terms of job responsibilities, work products, and customer or public contact will continue to follow the same high standards as are currently being met by OSU employees at their onsite work locations. Business visits, meetings with customers, or regularly scheduled meetings with co-workers shall not be held at the homeworksite.
2. The employee's duties, obligations, and responsibilities remain unchanged under a Remote Working Agreement. The employee will meet or communicate with his/her supervisor to receive assignments, review work progress, and complete work as often as the supervisor determines to be necessary.
3. A current and updated position description that delineates duties to be performed at the employee's University work location and at the home or satellite work location is to be attached to the Remote Working Agreement upon submission.
4. In order to be approved for remote working, an employee must be self-motivated, have minimal requirements for face-to-face daily supervision, and have demonstrated appropriate productivity and use of work time.
5. An employee's work schedule may include remote working on either a part-time or full-time basis. The work of the telecommuter must be of a nature in which face-to-face interaction is minimal or may be scheduled to permit remote working.
6. Remote working is not suitable for all employees and/or positions. Any employee who wants to work remotely must discuss the request with his/her supervisor. The employee's supervisor and, if required, the Dean/VP will make the final decision about whether the employee's job is suitable for remote working.
7. Participation in OSU's remote working program is entirely voluntary. A supervisor may not require an employee to work remotely. No employee has the "right" to working remotely. The employee, supervisor, or dean/director/department head may terminate the Remote Working Agreement at any time with advance notice (generally 3 working days).
8. The employee's salary, benefits, workers' compensation, and other employer insurance coverage shall not change due to remote working. An employee who is remote working is not entitled to reimbursement for travel mileage to attend work unit meetings. There may be some implications for employees working out of state or internationally.
9. The employee must obtain supervisory approval before taking leave in accordance with University policy.
10. The supervisor and employee will formulate objectives, expected results, and evaluation procedures for work completed while the employee is working remotely. The supervisor and employee will meet at pre-determined intervals

to review the employee's work performance.

11. Remote working may be appropriate for the purposes of child and/or dependent care during the transitional timeframe of Fall 2021. During normal conditions, employees working remotely are expected to make appropriate arrangements for child and/or dependent care during the agreed-upon work hours.

12. Remote working employees shall not perform personal business or activities during agreed-upon work hours.

13. While remote working, the employee must be reachable via telephone, fax, network access, or e-mail during agreed-upon work hours. The employee and supervisor will agree on how to handle work-related telephone messages.

14. All employees working remotely and their supervisors must comply with OSU Remote Working policies. A copy of the Agreement will be retained in the employee's official personnel file.

15. More specific conditions relating to the employee's working at the home work site or at a satellite work location are detailed in the Remote Working Agreement. The Remote Working Agreement must be completed by the employee, his/her supervisor, and, when appropriate, approved by the Dean/VP and University Human Resources prior to the effective date of the Agreement.

16. Remote workers are advised to contact their insurance agent and tax consultant for information regarding home work sites and coverage for equipment that is damaged, destroyed, or stolen.

17. The University or the employee may discontinue the Agreement at any time with advance notice (generally 3 working days).

B. Work Site

1. Any work site that is not a part of an established Oregon State University location or facility is considered a satellite work location and requires an approved Remote Working Agreement.

2. A designated workspace shall be maintained by the remote worker that is quiet, free of distractions, and kept in a clean, professional, and safe condition, with adequate lighting.

3. Since the employee's home work site or satellite work location is an extension of the University workspace, the University and employee's relative responsibilities for job-related accidents will continue to exist (if applicable) during the approved work schedule and in the employee's designated work location. To ensure that working conditions exist to support safety, the University retains the right to make on-site inspections of the workspace, including home workspace, at mutually agreed-upon times. In the case of injury occurring during remote working work hours, the employee shall immediately report the injury to his/her supervisor.

4. The University will not be responsible for operating costs, home maintenance, property or liability insurance, or other incidental expenses (utilities, cleaning services, etc.) associated with the use of the employee's residence or a satellite location.

5. The University is not liable for damages to the employee's property that may result from participating in the remote working program.

6. A consistent schedule of remote working work hours and days is desirable to ensure regular and predictable contact with OSU staff and others; for some positions, more flexibility in work hours and days is feasible. A specific work schedule will be stated in the Remote Working Agreement. Exceptions will be made when an employee's presence is required for a function or activity that cannot reasonably be re-scheduled.

7. An FLSA non-exempt employee shall not work overtime without prior supervisory approval. If the employee works overtime that has been approved in advance, compensation or compensatory time off will be provided in accordance with eligibility guidelines and applicable laws and policies. The employee understands that failure to obtain prior approval for overtime work may result in discontinuance of remote working and other appropriate disciplinary action.

C. Supplies, Equipment and Software Usage

1. Supply needs must be preauthorized by the employee's supervisor. Out-of-pocket expenses for supplies will be reimbursed if authorized prior to purchase.

2. OSU will not provide worksite furniture for employees assigned to work remotely on a part-time basis. Worksite furniture for employees approved to work remotely full-time may be approved, if needed, and must receive prior approval for the supervisor. Worksite furniture cannot be committed by the supervisor without prior approval of the supervisor's dean/director/department head.

3. The need for specialized material or equipment must either be minimal or flexible.
4. The following conditions shall apply to use of computers, software, other University equipment, and internet access:
 - a. The remote worker will provide his/her own equipment, software, and internet access. If agreed upon by the supervisor, the employee may qualify for reimbursement for monthly internet service fees through the Communication Services Policy 03-140-501. The Communication Services Policy supersedes any agreement made between the supervisor and the employee for purposes of working remotely under this policy.
 - b. Should an employee be provided University equipment or software by the University to work remotely, these University resources in the home work site or satellite work location may not be used for personal purposes.
 - c. The employee agrees not to duplicate University-owned software. The employee also agrees to abide by the licensing regulations and restrictions for all software under license to Oregon State University.
 - d. A computer used for University business must be plugged into a surge protector and have current virus protection maintained.
 - e. Restricted-access materials shall not be removed from the OSU on-site work location or accessed through the computer unless approved in advance by the supervisor and the appropriate security access administrator.
 - f. OSU is not responsible for loss, damage, or wear of employee-owned equipment as a result of the Remote Working Agreement.
 - g. The employee shall promptly notify his/her supervisor when unable to perform work assignments due to equipment failure or other unforeseen circumstances. The employee may be assigned to another project and/or work location that may necessitate termination of the Remote Working Agreement.
 - h. OSU may pursue recovery from the employee for OSU property that is damaged, destroyed, or stolen while in the employee's care, custody, or control.
 - i. The employee understands they are responsible for returning all University-owned equipment to their department in good condition. The employee agrees to promptly notify the University of any loss, theft, or damage occurring to University property.
5. The employee and supervisor agree to submit to OSU Inventory Control a completed University Equipment Loan Agreement for equipment, furniture, specialized material, or other such items prior to moving or installing these items at the home or satellite work location.

D. Security

1. The 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 work 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 statute and 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.
2. The employee shall surrender all University/state-owned equipment and/or data documents immediately upon request.