



CAMPUS EMERGENCY REMOTE WORK AGREEMENT

I. General Work Arrangement

1. This is a temporary agreement due to a campus emergency between _____ and _____ to establish the terms and conditions for performing work at an alternate work site.
2. This agreement begins on _____ and continues until _____. The parties acknowledge that the employee's work quality, efficiency, and productivity are not compromised by the arrangement described herein. The details of this remote work arrangement are as outlined in Appendix A. The employee will maintain a record of work hours and work performed for the duration of this arrangement using Appendix B.
3. While remote working, employee will:
 - a. remain accessible during the remote work schedule;
 - b. check in with the supervisor to discuss status and open issues;
 - c. be available for teleconferences, scheduled on an as-needed basis;
 - d. request supervisor approval in advance of working any overtime hours (if employee is non-exempt); and
 - e. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at employee's regular work location.
4. Employee's duties, obligations, responsibilities, and conditions of employment with the University remain unchanged except those responsibilities specifically addressed in this agreement. Any alterations in FTE or job responsibilities will be denoted in Appendix A. Job responsibilities, standards of performance, and performance appraisals remain the same as if working at the regular University work site. The supervisor reserves the right to assign work as necessary at any remote work site.
5. The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that Employee's work quality, efficiency, and productivity are not compromised by the remote arrangement described herein.
6. Employee agrees to protect University-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
7. Out of pocket expenses for supplies normally available through the University will not be reimbursed. The University will not be responsible for operating costs, home maintenance, or any other incidental cost associated with the use of the home as an alternate work location. The employee must maintain the ability to connect to the University's network with a sufficient bandwidth to perform the job duties.
8. Employee understands that some information (electronic and hard copy) used in their work may be deemed confidential by the University and will apply the University's confidentiality and document

retention policies at the same level as in the regular office in order to protect such information from unauthorized disclosure, loss or damage.

9. Any remote work agreement may be modified or cancelled with 24 hours written notice.
10. Employees are expected to maintain connectivity to perform work. Any loss of connectivity must be reported to their supervisor immediately.
11. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries immediately to Employee's supervisor. Employee agrees to hold the University harmless for injury to others at the alternate work site. The University is not liable for damages to the employee's personal or real property.
12. The parties acknowledge that non-exempt employees are not allowed to work overtime without prior management approval in writing.

II. Job Characteristics Best Suited to Remote Work

- Include tasks that can be performed off site and sent to and from the employee's home with ease, speed and confidentiality.
- Require independent work, such as writing, reading, telephoning, planning, computer programming, word processing and data entry.
- Require limited face-to-face interaction with managers, colleagues, clients or subordinates.
- Have clearly defined tasks, objectives and work products.
- Have measurable work activities or products.
- Have objectives with identifiable time frames and check points.
- Can be monitored by output, not time spent doing the job.
- Have minimal requirements for special equipment or access to materials and files located at the office or regular work location.
- Can be performed while meeting University security requirements.

APPENDIX A

1. Departmental justification for remote work:

2. Remote Work Location (address):

3. Alternate phone number #1: ()

4. Alternate e-mail address, if applicable:

3. The employee will remote work ____ days per week.

4. The employee's work hours will be from ____ a.m. to ____ p.m. The employee agrees to be available by phone and email during these core hours.

5. The following is a list of the tasks/assignments to be worked on by the employee at the remote location, with expected delivery dates:

| Task | Delivery Date |
|------|---------------|
| | |
| | |

6. The following is a list of scheduled meetings via teleconference for supervisor/employee discussions to review progress on the assigned tasks:

| | |
|-------|-------|
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7. The following is a list of university-owned equipment, software, and/or supplies to be utilized at the remote work location:

| Equipment (description): | Serial/Property Number: |
|--------------------------|-------------------------|
| | |
| | |

I hereby affirm by my signature that I have read this agreement and understand and agree to all of its provisions.

| | | |
|-------------|-----------------------------|------------------|
| Date | Department Head Name | Signature |
|-------------|-----------------------------|------------------|

| | | |
|-------------|------------------------|------------------|
| Date | Supervisor Name | Signature |
|-------------|------------------------|------------------|

| | | |
|-------------|----------------------|------------------|
| Date | Employee Name | Signature |
|-------------|----------------------|------------------|

APPENDIX B: DAILY TIMESHEET

| EMPLOYEE INFORMATION | |
|----------------------|-------------|
| Employee Name | |
| Employee ID | |
| Department | |
| Date | |
| Supervisor Name | |
| EMPLOYEE ACTIVITIES | |
| Time | Description |
| | |
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