



Telework Arrangement Form

This optional form is intended to help both the supervisor and the employee have a clear, shared understanding of the employee's telework arrangement. Each telework arrangement is unique depending on the needs of the position, supervisor, and employee. This form can be adapted to unit requirements as necessary.

This telework arrangement form is not a contract of employment and does not alter the at-will status of any at-will University employee. Telework arrangements are subject to modification, including but not limited to, based on business needs and employee performance. This arrangement can end at anytime by the employer.

Employee Telework Information

Exempt Non-exempt

Employee Name:	
Job Title:	
Campus and Department:	
Supervisor:	
Arrangement requested by:	<input type="checkbox"/> Employee <input type="checkbox"/> Employer
Primary address & phone number where telework will be performed	
Alternative address & phone number where telework may be performed	
Emergency contact name and phone:	
Telework arrangement effective dates:	—

Job Duties

The general expectation for a telework arrangement is that the employee will effectively accomplish their regular job duties, regardless of work location. The inability to meet job expectations may lead to disciplinary action, including but not limited to termination or modification of the telework arrangement.

If there are telework-specific job duties and/or expectations, specify them in the box below, or enter N/A. Example: "Employee will indicate telework days in their email signature", or "Weekly video-conferencing meetings is required."

Non-exempt employees are responsible for accurately reporting all hours worked and requesting authorization for overtime.

Job Duties

Day of Week	Work Hours	Work Location
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Telework Arrangement Review

Telework arrangements should be reviewed at least every 6 months.

List date(s) and timeframe to discuss effectiveness of the arrangement:

Equipment and Technology Access

Identify any equipment, supplies, or technology access the University will provide to support the telework arrangement. In the event of equipment failure or service interruption, the employee must notify the employer immediately to discuss alternate assignments or other options. The employee is responsible for ensuring University property is properly cared for and used appropriately. The employee may be responsible for damage to or loss of University property.

List equipment provided:

Additional Details

- The employee is responsible for any personal property used while teleworking. The University assumes no responsibility for maintaining or insuring the employee's personal property.
- The employee is responsible for maintaining a safe, hazard-free, and ergonomic telework site. Employees should notify their manager or supervisor immediately of any safety or ergonomic concerns.
- The employee is responsible for following University rules, regulations, and policies while teleworking, including but not limited to HR-106 Reporting Hours Worked, HR-409 Work-Incurred Injury or Illness, HR-507 Conflict of Interest, HR-518 Computer Utilization.
- Employees are responsible for notifying their manager or supervisor if they will be unavailable during the telework period, including following University policies and any department guidelines for reporting attendance and requesting time off.
- Employees are responsible for ensuring limited distractions in their remote work site, including pets, children, hobbies, housework, television, etc.

Telework Arrangement Acknowledgement

Employee Initials

I have read and understand the above arrangement.

Employee signature: _____ date: _____

Supervisor signature: _____ date: _____

Other signature: _____ date: _____

*Per University, division or department guidelines.