

## APPENDIX B. Telecommuting Agreement

Telecommuting is a mutual work agreement between employer and employee that allows for some component of the employee's work to be performed at an alternative location to the primary worksite. Telecommuting is supported by the University provided the missions of both the department granting telecommuting and the University are uncompromised and fully met.

The following constitutes the terms and conditions of telecommuting which the telecommuter must follow. (For ongoing telecommuting, a review of the understanding should be a component of regular performance reviews.)

### Work Location

The telecommuting location/address will be \_\_\_\_\_  
\_\_\_\_\_.

### Work Hours

Total hours to be worked per week: on-site \_\_\_\_\_ off-site \_\_\_\_\_

Core hours on-site are routinely expected to include the following:

Mon: \_\_\_\_\_

Tues: \_\_\_\_\_

Wed: \_\_\_\_\_

Thurs: \_\_\_\_\_

Fri: \_\_\_\_\_

Sat: \_\_\_\_\_

Sun: \_\_\_\_\_

### Work Assignments

The employee will meet/communicate with the supervisor as necessary and appropriate to review assignments, review work progress, and submit completed work.

**Evaluation**

The evaluation of the employee’s performance will be based upon the criteria established in the employee’s performance plan.

**Salary and Benefits**

The salary and benefits of a telecommuter will remain the same as if the employee were working at his/her primary worksite.

**Overtime**

An employee cannot accrue overtime or comp time while telecommuting. By state law, overtime is obtained only with the supervisor’s permission and at the primary work site.

**Workers’ Compensation**

The telecommuting employee is covered by Workers’ Compensation if injured in the course of performing official duties at the telecommuting location.

**University-Owned Equipment**

Equipment may be assigned from the department or obtained from Assets, and insurance of equipment is a departmental decision .Before any equipment leaves the campus a ‘Removal of Equipment’ form must be signed and in the department’s file. Employees are responsible for protecting the equipment against damage and unauthorized use.

**Employee-Owned Equipment**

Employees may choose to use their own equipment for telecommuting, but supervisors and employees should determine what, if any, additional support is needed from the department.

Employee’s equipment to be used for telecommuting includes the following:

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Departmental support expected for reimbursement/maintenance of equipment includes:

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**Inspection**

The supervisor may inspect the telecommuting location with 24 hr. notice to the telecommuter to ensure that University-owned equipment is properly maintained and that the work site meets appropriate safety standards.

**Records**

The employee will protect all University information from unauthorized disclosure or damage and will comply with the University's policies/procedure. Release or destruction of records should be done only at the University according to statute and University policy and procedure. Computerized data are considered official University records and shall be similarly protected.

**Termination of Arrangement**

Unless telecommuting has become a requirement of the job, the supervisor or employee may terminate this arrangement at any time with 7 days notice.

I have read the University's Telecommuting Guide as well as this understanding and have discussed my telecommuting plan with my supervisor. I am in agreement with all policies and guidelines related to telecommuting and agree to uphold the terms.

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Employee's Name/Date

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Supervisor's Name/Date

Upon approval of this understanding, one copy should be given to the employee and one copy should be on file with the granting supervisor.