Remote Work  
Telecommuting Agreement

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| 1. **General Work Arrangements** | | | | | |
| This document specifies the terms and conditions of the Remote Work Agreement between Enter Eemployee name and Enter department name. | | | | | |
| Beginning Date: | Enter beginning date | Ending Date: | | | Enter ending date |
| 1. The days and hours when the employee is expected to be present in the department are Enter days between the hours of Enter hours and additional times designated by the supervisor for department meetings, etc. 2. The alternate work site is Enter worksite address. 3. The days and hours when the employee is expected to work remotely are Enter days of week and Enter hours. 4. The employee’s duties and responsibilities:    1. Will remain the same as working at the regular university worksite, *or*    2. The specific duties and assignments authorized to be conducted at this alternate worksite are Specify duties or indicate see attached description of duties and expectations. 5. Effective communication is essential for this arrangement to be successful. The employee agrees to remain accessible during designated work hours. The following methods and times of communicating are agreed upon: Specify contact methods, contact individuals and required frequency of communication 6. The university or the employee may terminate the agreement at any time, provided a two-week written notice is given. | | | | | |
| 1. **Personnel Policies/Procedures/Bargaining Unit Contract/FLSA Compliance** | | | | | |
| 1. All applicable UC Personnel Policies/UCR Local Procedures and/or collective bargaining agreements shall apply. 2. All Employees:    1. Must track and record their time in the same manner as when working at the regular university worksite.    2. Requests to use sick leave, vacation or other leave must be approved by the employee’s supervisor in the same manner as when working at the regular university worksite.    3. For non-exempt employees: requests to work overtime must be approved by the employee’s supervisor in the same manner as when working at the regular university worksite. 3. The employee agrees to and understands that all obligations, responsibilities, terms and conditions of employment with the university remain unchanged, except those obligations and responsibilities specifically addressed in this agreement. 4. The employee agrees to and understands that management retains the right to modify this agreement on a temporary basis as a result of business necessity. 5. The employee agrees to and understands that employees who access campus or any University facility or office ***for any duration*** must comply with University’s COVID-19 Vaccination Program, which requires, with few exceptions, that all students, faculty and staff be vaccinated against the COVID-19 virus. | | | | | |
| 1. **Safety & Equipment/Information Security** | | | | | |
| 1. The employee agrees to maintain a work environment that is ergonomically sound, clean safe and free of obstructions and hazardous situations. 2. The employee agrees to use university-owned equipment, records, and materials for purposes of university business only, and to protect them against 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 recorded, the locations where the information is stored, the systems used to process the information, or the processes by which the information is handled. 3. The employee agrees to report to the supervisor instances of loss, damage, or unauthorized access at the earliest reasonable opportunity. 4. The employee agrees to allow electronic and/or physical access to the remote worksite for purpose of assessing safety, university property maintenance, and security methods, as well as job performance. 5. The employee agrees to report work-related injuries to the supervisor at the earliest reasonable opportunity. The employees agree to hold the university harmless for injury to others at the alternate work site. | | | | | |
| **IV. Equipment, Furniture & Supplies** | | | | | |
| 1. The employee agrees that the following equipment, furniture, services (e.g., telephone, internet connection, etc.) and/or supplies will be supplied by the department (An [Authorization to Use University Property in Off-Campus Location](https://hr.ucr.edu/document/authorization-use-university-property-campus-location-0)) must be submitted to Equipment Management for all borrowed equipment:   Specify purchase, pick-up, delivery, set-up and maintenance noted items   1. The employee understands that all equipment, records, and materials provided by the university shall remain the property of the university. 2. The employee agrees to return university equipment, records, and materials within Enter number of days days of termination of this agreement. All university equipment will be returned to the university by the employee for inspection, repair, replacement, or repossession with Enter number of days of written notice days with written notice. 3. All equipment, furniture and/or supplies *not* listed in IV. (1) will be supplied and maintained by the employee. 4. The employee understands that their personal vehicle will not be used for university business unless specifically authorized by the supervisor. | | | | | |
| **V. Taxes and Zoning Regulations** | | | | | |
| The employee understands that they are responsible for tax consequences, if any, of this arrangement, and for conformance to local zoning regulations. | | | | | |
| **I hereby affirm by my signature that I have read this Remote Work Agreement and understand and agree to all of its provisions.** | | | | | |
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| Signature of Employee | | |  | Date | |
|  | | |  |  | |
| Signature of Supervisor | | |  | Date | |
|  | | |  |  | |
| Signature of Organizational Unit Representative | | |  | Date | |