Telecommuting Agreement

Employee Name: ___________________________________
Position:  ___________________________________
Department:  ___________________________________

The following and any attachments constitutes an agreement between University of Alaska and [insert employee name], employee.

Employee agrees to participate in the telecommuting program and to adhere to the applicable guidelines and policies as amended from time to time. University of Alaska concurs with the employee’s participation and agrees to adhere to the applicable guidelines and policies.

**Terms and conditions.** The telecommuting agreement is subject to the following terms and conditions:

1. **Duration.** This agreement will be valid for a period of [specify term] beginning on [start date] and ending on [end date]. Thirty (30) days prior to the end date specified above, both parties will participate in a review which can result in the reactivation of the agreement.

2. **Work hours.** Employee’s work hours and alternate work location are specified in the Attachment at the end of this agreement.

3. **Pay and attendance.** All pay, leave and travel entitlement will be based on the position’s primary business location. Employee’s time and attendance will be recorded as performing official duties at the primary business location.

4. **Leave.** Employees must obtain approval before taking leave in accordance with established office procedures.

   ____ (Initials) By signing this form, employee acknowledges his/her responsibility to and agrees to follow established procedures for requesting and obtaining approval of leave.

5. **Overtime.** The employee will continue to work in pay status while working at the alternate work location.
Non-exempt employees may only work overtime that has been requested and approved in advance. The employee understands that University of Alaska may take corrective action if overtime work is engaged in by a non-exempt employee without prior request and approval.

___ (Initials) By signing this agreement, the employee agrees that failing to obtain proper approval for overtime work may result in discontinuation of the telecommuting agreement, removal from employment, or other appropriate corrective action.

6. **Work assignment.** The employee will meet with the supervisor to receive assignments and to review completed work as necessary or appropriate. The employee will complete all assigned work according to work procedures mutually agreed upon by the employee and supervisor according to guidelines and standards stated in the employee’s position description and/or performance plan.

7. **Employee evaluation.** The evaluation of the employee’s job performance will be based on norms or other criteria derived from past performance and occupational standards consistent with these guidelines. For those assignments without precedent or without standards, regular and required progress reporting by the employee will be used to rate job performance and establish standards.

8. **Work Assignments/Performance.** Employee agrees to complete all assigned work according to procedures agreed upon by the employee and the supervisor and according to guidelines and standards in the employee’s position description and/or performance plan. The employee agrees to provide regular reports if required by the supervisor to help judge performance. The employee understands that a decline in performance or any other reason or no reason may be grounds for canceling the alternative workplace arrangement.

9. **Performance location.** The employee agrees to limit performance of assigned duties to the primary business location or to the approved alternate work location. Failure to comply with this provision may result in termination of the telecommuting agreement and/or other appropriate corrective action.

10. **Business owned equipment.** In order to effectively perform assigned tasks, the employee may use University of Alaska equipment at the telecommuting location with the approval of University of Alaska. University of Alaska owned equipment will be serviced and maintained by University of Alaska. Any equipment provided by the employee will be at no cost to University of Alaska, and will be maintained by the employee. The employee will only use software that has been properly acquired for such use by the copyright holder.
(Initials) By signing this agreement, the employee acknowledges his/her responsibility for University owned equipment and agrees to protect that equipment against damage and unauthorized use.

11. Records. The employee will apply approved safeguards to protect University of Alaska records from unauthorized disclosure or damage. Work done at the alternate work location is considered University of Alaska business. All records, papers, computer files, and correspondence must be safeguarded for their return to the primary business location. The University may take possession of any work related documents and copy any disks or hard drives containing University related files.

(Initials) By signing this agreement, the employee acknowledges his/her responsibility for University records and agrees to protect those records against damage and unauthorized use or disclosure.

12. Liability. University of Alaska will not be liable for damages to the employee’s property that result from participation in a telecommuting arrangement.

13. Reimbursement. University of Alaska will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g. utilities) whatsoever, associated with the alternate work location. The employee does not relinquish any entitlement to reimbursement for expenses authorized, in advance, while conducting business for University of Alaska.

14. Workers’ Compensation. The employee is covered under the Workers’ Compensation Law if injured in the course and scope of performing official duties during approved worked hours.

15. Other Action. Nothing in this agreement precludes the University of Alaska from taking any appropriate corrective or adverse action against an employee who fails to comply with the provisions of the agreement pursuant to University Regulations as amended from time to time.

Employee Signature: ___________________________ Date: _____________

Supervisor Signature: ___________________________ Date: _____________

Supervisor Title: _______________________________
Attachments: Telecommuting Agreement Attachment - Location & Hours
Employee Work Activity Outside of Alaska – if applicable

Distribution: Original – Personnel file
Copy – Supervisor
Copy - Employee
## Telecommuting Agreement Attachment – Location and Hours

Employee Name: ___________________________________
Position: ___________________________________
Department: ___________________________________

The following location(s) and work schedule are agreed to in support of the Telecommuting Agreement.

**Location:**

- Primary Business Location: __________________________________________
- Alternate Work Location(s): __________________________________________

**NOTE:** If alternate work location is outside of the state of Alaska, employee must also complete and submit the Payroll form: Employee Work Activity Outside of Alaska. This form is available at: [http://www.alaska.edu/hr/forms/](http://www.alaska.edu/hr/forms/).

**General Work Hours:**

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
<th>Location (home, office, other)</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
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</table>

**Comments (Schedule flexibility, etc.):**

________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________
________________________________________________________________

Employee Signature: _______________________________ Date:_____________
Supervisor Signature: _______________________________ Date:_____________
Distribution: Original – Personnel file
Copy – Supervisor
Copy - Employee