

## Telework Plan and Agreement Form

This document is intended to ensure that 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 telework agreement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship.

### Employee Telework Information

Employee Name:	
Job Title:	
Department:	
Supervisor:	
Arrangement requested by:	<input type="checkbox"/> Employee <input type="checkbox"/> Employer
Location where telework will be performed:	
Telework arrangement effective dates including start and ending dates:	

### Job Duties and Reason for Request

The general expectation for a telework arrangement is that the employee will effectively accomplish their regular job duties, regardless of work location. Please describe how you think your job responsibilities are suited for telecommuting. Please explain the reason for requesting the need to work remotely.

### Work Schedule and Location

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

## Employee/Supervisor Task Expectations

Work to be completed while telecommuting. Supervisor to check in with employee on daily/weekly basis to ensure work is being performed and employee is meeting expectations.

Employee Defined Tasks	Supervisor Defined Tasks

## Telework Arrangement Modification

Alfred University reserves the right to cancel this temporary telework arrangement once updates are provided by State and Federal government regarding COVID-19 and the ability to return to regular business operations.

## Equipment and Technology Access

The University will not provide desks, chairs, file cabinets, or other office related furniture. Employee should not purchase any equipment or furniture in connection with this telework arrangement.

The use of an employee's personal computer may be dependent on the technology and network connections used by the campus. Administration will determine which connection mechanism is appropriate based on operational need. Telecommuters using personal devices will receive instruction on how to access necessary programs. These must be tested before telecommuting can begin.

Minimal office supplies may be provided and should be requested during the telecommuter's in-office work period. Supplies will not be sent to the alternate work site. Any out-of-pocket expenses incurred for supplies, equipment, food, etc. will not be reimbursed.

The telecommuter must have an internet connection with bandwidth that is appropriate for conducting official business without disruption. The telecommuter is responsible to secure and pay for an internet connection. The University will not reimburse internet costs. The telecommuter is responsible for having a phone for all work-related calls during normal working hours and is expected to respond within 15 minutes to all electronic communications. If an employee does not have internet access and/or a computer at the alternate work site, the employer will not mandate telecommuting.

## Additional details

## Policies and Procedure Acknowledgement

Employee Initials

I have read and understand the University's Temporary Telecommuting Policy	
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## Signatures

Person To Sign	Signature	Date
Employee		
Supervisor		
Dean/Director		
Area Vice President		
Human Resources		

For HR Use Only:

\_\_\_\_\_ Approved \_\_\_\_\_ Denied

Reason (if denied):

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<b>Office Use Only: Copy Distribution</b> <input type="checkbox"/> Employee <input type="checkbox"/> Supervisor <input type="checkbox"/> Dean/Director <input type="checkbox"/> Vice President
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