

Remote Work/Location Agreement

Human Resources and Payroll

APPLICANT

NAME			
Title			
E-mail			
Contact Number			
UIN#			
	Full-Time	Part-Time	Temporary

BENEFIT OF REMOTE WORK

Why am I making this request:	
Benefit to me as an employee:	
Benefit to my department:	

REMOTE JOB DUTIES

DURATION & LOCATION

Start Date:	End Date:
Location (Physical Address):	

PROPOSED WORK SCHEDULE

Week Day	Hours Worked at Primary Duty Station	Hours Worked at Alternate Work Location	Lunch Hour
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

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TO BE COMPLETED BY MANAGER/SUPERVISOR

Describe how the employee will communicate with the manager/supervisor and the department.

Briefly explain how hours worked will be tracked/recorded (if applicable).

Briefly describe how work performance will be evaluated during remote work.

List any equipment/resources that the employee will be provided by Texas A&M-Kingsville for remote work.

DECLARATION AND AUTHORIZATIONS

I have read and understand the conditions including but not limited to this Remote Work Agreement and System Regulation 33.06.01 and any specific departmental remote work procedures.

Remote Work Expectations & Agreement	System Regulation 33.06.01	Property End User Agreement	
Employee			
	<i>Signature</i>	<i>Print</i>	<i>Date</i>
Manager/Supervisor			
	<i>Signature</i>	<i>Print</i>	<i>Date</i>
Dean/Director			
	<i>Signature</i>	<i>Print</i>	<i>Date</i>
Provost & V.P. of Academic Affairs (If Applicable)			
	<i>Signature</i>	<i>Print</i>	<i>Date</i>
Vice-President			
	<i>Signature</i>	<i>Print</i>	<i>Date</i>
Executive Director/HR/Payroll			
	<i>Signature</i>	<i>Print</i>	<i>Date</i>
President			
	<i>Signature</i>	<i>Print</i>	<i>Date</i>



Remote Work Expectations and Agreement

After the employee's remote work request receives approval from the appropriate Vice President, the first-level supervisor and employee must each review and accept the Remote Work Expectations and Agreement. In doing so they each pledge to abide by TAMUS and TAMUK policies and procedures, including but not limited to System Regulation 33.06.01 Section 2, specific departmental remote work procedures, and any additional requirements.

Section 1. Remote Work Expectations

This list provides general guidance and orientation to supervisors and employees. The employee and supervisor should discuss each item and acknowledge their mutual understanding of the remote work expectations before agreeing to the statements at the end of this page.

1. Employee and Supervisor have reviewed the TAMUK IT Standards for All Users and other applicable policies mentioned above.
2. Employee and Supervisor have agreed on a schedule of assigned telework hours.
3. Performance expectations have been discussed and are understood. Assignments and due dates are documented.
4. Communication procedures and expectations have been defined and unit staff have been notified of the procedures.
5. Employee's responsibility for adequate and reliable office space at the remote work location has been discussed with the supervisor. Employees discussing confidential data via WebEx or other virtual platforms have been informed of privacy requirements for those meetings.
6. If the employee is taking any University-owned equipment to remotely work they must have filled out a Property End User Responsibility Statement
7. Supervisor expectations for modifying, suspending, and/or terminating remote work have been discussed and are understood.
8. The employee has been notified that if telework is suspended or terminated, the employee is required to return to work.

Section 2. Remote Work Agreement

1. I will abide by TAMUS and TAMUK policies and procedures, including but not limited to:
System Regulation 33.06.01 and any specific departmental remote work procedures.
2. My employment benefits and rights will not be affected.
3. I will provide a remote work environment conducive to the successful completion of assigned job tasks.



4. I will maintain and protect the confidentiality of work-related information in my possession or under my control, regardless of how that information is stored or displayed.
5. I will ensure that any state records will be stored on University-owned resources or that I will transfer any state records to a University-owned resource within 24 hours of the termination of my remote work agreement.
6. I will abide by job related schedules and guidelines as agreed upon with my supervisor.
7. I will abide by specific requirements established in the Remote Work Expectations, additional remote work requirements noted by my supervisor, and in policies or guidelines specific to my department or program area.
8. If I am an FLSA non-exempt employee, I will not work hours other than those approved by my supervisor each day unless approved in advance by my supervisor. I agree to enter my hours into Workday by the applicable deadline.
9. If I am a full-time, leave eligible employee, I will submit the appropriate time off request in Workday if I do not work 40 hours.
10. I will not be reimbursed for travel to or from the office.
11. If my remote work agreement is suspended or terminated, I am required to return to work.
12. The University may suspend or terminate the remote work agreement with a 24-hour notice. If I want to suspend or terminate the agreement, I must give 24- hour notice to my supervisor in writing.
13. If I am taking any University-owned equipment I have filled out a Property End User Responsibility Statement.
14. I am expected to be connected and working during my normal work schedule hours just as if I were in the office.
15. There will be no negative impact to projects, assignments, and meetings due to remotely working.
16. I am expected to notify my supervisor of any deviation from my normal work schedule that includes any time that I will be disconnected or offline.
17. I am expected to remain available by phone and email during my normal work schedule hours.
18. I am expected to participate in meetings and, if needed, remain available after meetings for internal group discussions/debriefs.
19. I have reviewed information on telework information from ITS, have programmed my Duo to call a phone other than my office phone, and have verified my access to programs such as WebEx and the VPN.