

## Remote Work/Location Agreement

The Office of Employee Services

### APPLICANT

<b>NAME</b>			
<b>Title</b>			
<b>E-mail</b>			
<b>Contact Number</b>			
<b>UIN#</b>			
	<b>Full-Time</b>	<b>Part-Time</b>	<b>Temporary</b>

### BENEFIT OF REMOTE WORK

<b>Why am I making this request:</b>	
<b>Benefit to me as an employee:</b>	
<b>Benefit to my department:</b>	

### REMOTE JOB DUTIES

### DURATION & LOCATION

<b>Start Date:</b>	<b>End Date:</b>
<b>Location (Physical Address):</b>	

### PROPOSED WORK SCHEDULE

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

## Remote Work/Location Agreement

Human Resources and Payroll

### 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 the following (links below):

<a href="#">Remote Work Expectations &amp; Agreement</a>	<a href="#">System Regulation 33.06.01</a>	<a href="#">Property End User Agreement</a>
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<b>Employee</b>			
	<i>Signature</i>	<i>Print</i>	<i>Date</i>
<b>Manager/Supervisor</b>			
	<i>Signature</i>	<i>Print</i>	<i>Date</i>
<b>Dean/Director</b>			
	<i>Signature</i>	<i>Print</i>	<i>Date</i>
<b>Provost or Vice President</b>			
	<i>Signature</i>	<i>Print</i>	<i>Date</i>
<b>Executive Director/HR/Payroll</b>			
	<i>Signature</i>	<i>Print</i>	<i>Date</i>
<b>President</b>			
	<i>Signature</i>	<i>Print</i>	<i>Date</i>