

TELECOMMUTING AGREEMENT

I. General Work Arrangements

This document specifies the terms and conditions of the Telecommuting Agreement between _____ (employee) and _____ (department).

Beginning Date: _____ End Date: _____

1. The days and hours when the employee is expected to be present in the department are _____ (days of the week) between the hours of _____ and additional times designated by the supervisor for department meetings, etc.
2. The alternate work site is _____ (address)
3. The days and hours when the employee is expected to telecommute are _____ (days of the week) and _____ (hours).
4. The employee's duties and responsibilities:
 - a. Will remain the same as when working at the regular University worksite; OR
 - b. 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.

II. 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:**
 - a. Must track and record their time in the same manner as when working at the regular University worksite.
 - b. 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.
 - c. **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.

III. 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 telecommuting worksite for purposes 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 employee agrees to hold the University harmless for injury to others at the alternate work site.

IV. Equipment, Furniture & Supplies

1. The employees 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 an Off-Campus Location](#)") must be submitted to Equipment Management for all borrowed equipment):

_____ (Specify purchase, pick-up, delivery, set-up, and maintenance of noted items)

2. The employee understands that all equipment, records, and materials provided by the University shall remain the property of the University.
3. The employee agrees to return University equipment, records, and materials within _____ (number) 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 _____ (number) days written notice.
4. All equipment, furniture and/or supplies not listed in IV. (1) will be supplied and maintained by the employee.
5. The employee understands that his/her personal vehicle will not be used for University business unless specifically authorized by the supervisor.

V. Taxes and Zoning Regulations

The employee understands that she/he is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

I hereby affirm by my signature that I have read this Telecommuting Agreement, and understand and agree to all of its provisions.

Signature of Employee

Date

Signature of Department Head/Designee

Date

Signature of Organizational Unit Representative

Date