# UCSB TEMPORARY Remote Work Agreement (effective 3/13/20)

## The University encourages all managers and supervisors to think creatively about how to support their employees in caring for both their health and reducing risk of exposure to COVID-19. One such option is implementing social distancing by encouraging employees to work remotely, where management has determined that working remotely is appropriate and viable.

## This temporary remote work agreement should be used in all instances where management has determined that work may temporarily be performed from home or an alternate location as a means of social distancing.

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| Employee Name: Click or tap here to enter text.  | Title: Click or tap here to enter text. |
| Department: Click or tap here to enter text. | Supervisor’s Name: Click or tap here to enter text. |
| Employee’s Alternate Work Location (address): | Click or tap here to enter text. |
| Employee’s Regular Remote Work Phone Number: | Click or tap here to enter text. |
| Start Date of Agreement: | Click or tap here to enter text. |
| End Date of Agreement: | Click or tap here to enter text. |

1. Employee is approved to work remotely the following day(s) and time(s) of the week:

|  |  |
| --- | --- |
| **Day of the Week:** | **Scheduled Time:** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |

1. While working remotely, Employee will:
2. Remain accessible during the remote work schedule;
3. Check in with the supervisor to discuss status and open issues;
4. Be available for video/teleconferences, scheduled on an as-needed basis;
5. Be available to physically attend scheduled work meetings as requested or required by the Department;
6. Request supervisor approval in advance of working any overtime hours (if employee is non-exempt);
7. Take rest and meal breaks while working remotely in full compliance with all applicable policies or collective bargaining agreements; and
8. Request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee’s regular work location.
9. Employee’s job duties, obligations, responsibilities, standards of performance and conditions of employment with the University remain unchanged. The supervisor reserves the right to assign work as necessary at any work site.
10. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to Employee’s supervisor at the earliest reasonable opportunity. Employee agrees to hold the University harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:
	1. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telecommute location, and shall not be reimbursed by the employer for these or related expenses. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network.
	2. Employee agrees to protect University-owned equipment, records, and materials from 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 maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
	3. Employee agrees to report to Employee’s supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
	4. Employee understands that all equipment, records, and materials provided by the University shall remain the property of the University.
11. Employee understands and agrees that Employee’s personal vehicle may not be used for University business unless specifically authorized in writing by Employee’s supervisor in advance of such use.
12. With reasonable notice and at a mutually agreed upon time, the University may make on-site visits to Employee’s remote work location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of University property, and to maintain, repair, inspect, or retrieve University property.
13. Employee agrees to return University-owned equipment, records, and materials within 10 days of termination of this agreement. Within 10 days of written notice, Employee must return University owned equipment for inspection, repair, replacement, or repossession.
14. Employee understands that s/he cannot operate a personal business or work for another employer during University work hours.
15. Employee understands that the agreement to telecommute or work remotely can be terminated at any time by the University with or without advance notice (please refer to the appropriate collective bargaining agreement for represented employees).

**EMPLOYEE:** I have read, understood, and agree to the terms and conditions of this Agreement:

Click or tap here to enter text. Click or tap here to enter text.

Employee Signature Date

**SUPERVISOR:**

Click or tap here to enter text. Click or tap here to enter text.

Supervisor Signature Date

*This signed agreement must be retained in the Employee’s departmental personnel file for five (5) years after the end of the fiscal year in which the employee separates from University employment.*