# CMU TEMPORARY Remote Work Agreement (effective 3/17/20 – 5/29/20)

## 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 an alternate location as a means of social distancing.

|  |  |
| --- | --- |
| 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: NOTE: NO MORE THAN 2 WEEKS APPROVAL AT A TIME | Click or tap here to enter text. |
| Check one:  \_\_\_\_\_ Direct contact with virus  \_\_\_\_\_ Travel to concerned areas | \_\_\_\_\_ Other health issues putting employee “at risk”  \_\_\_\_\_ Other  **EXPLAIN** |

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. |
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| Click or tap here to enter text. | Click or tap here to enter text. |
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1. While working remotely, employee will:
2. Remain accessible during the remote work schedule;
3. Check in **daily** 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 to use overtime hours, vacation, sick, or other leave in the same manner as when working at employee’s regular work location.
7. Employee’s job duties, obligations, responsibilities, standards of performance and conditions of employment with the University remain unchanged. Job duties to be done include:

1. Employee agrees to maintain a safe and secure work environment. Regarding space and equipment purchase, set-up, and maintenance for remote work purposes:
   1. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the remote work 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.
   3. Employee understands that any equipment, records, and materials provided by the University shall remain the property of the University.
2. 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 provides adequate protection and security of University property, and to maintain, repair, inspect, or retrieve University property.
3. 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.
4. Employee understands that s/he cannot operate a personal business or work for another employer during the established University work hours noted on this agreement. In addition, the remote work agreement will not be a primary substitute for daycare.
5. Employee understands that **the agreement to work remotely can be terminated at any time by the University with or without advance notice**.
6. Employee must have this agreement on file, and approved by all parties before the remote work begins.

**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

**VICE-PRESIDENT FOR AREA**

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

Vice-President Signature Date

**VICE-PRESIDENT FOR FINANCE**

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

Vice-President Signature Date

**REMOTE WORK CHECKLIST**

1. Internet access must be via DSL, cable modem, or an equivalent bandwidth network.
2. Think about the files and applications you’ll need to access from home.  
   NOTE: Access to your office computer, Z drive and other shared drives will not be available.
3. Verify your Eagle Mail is setup on your mobile device(s). (https://www.centralmethodist.edu/about/offices/technology-services/phone.php)
4. Contact the Technology Services helpdesk to:
   1. Have your office phone voicemail delivered to your email address.
   2. Have your office phone forwarded to your remote work phone.
   3. Schedule an appointment to review your VPN access
5. Verify you can access our intranet.  
   (https://www.centralmethodist.edu/about/faculty-staff/intranet/index.php)
6. Confirm access to productivity tools:
   1. Eagle Mail (and Office365)  
      Manage email, calendar, and your OneDrive files
   2. Access Jenzabar/CARS (if needed)
7. Important links
   1. Faculty/Staff Directory  
      <https://directory.centralmethodist.edu>
   2. Office Directory  
      <https://centralmethodist.edu/about/offices/index.php>
   3. Technology Services Contact Information
      1. 660-248-6197
      2. [helpdesk@centralmethodist.edu](mailto:helpdesk@centralmethodist.edu)
      3. Submit web form  
         https://centralmethodist.edu/about/offices/technology-services/helpdesk-request.php