

Employees who are part of a departmental flexible work arrangement, or who have otherwise been approved to work remotely must complete this Agreement. Approved agreements will be kept on file in University Human Resources. All sections of this form must be completed and submitted to University Human Resources before an employee may commence work under a Flexible Work Arrangement.

Flexible work arrangements must comply with all applicable University policies/procedures, and collective bargaining agreements.

Date Submitted: _____ Requested Start Date/Renewal Date: _____ End Date: _____

Select One: This Agreement is being submitted as part of an approved Departmental Flexible Work Arrangement.
 This Agreement is being submitted as a request for an individual telecommuting arrangement in accordance with the [University Remote Work Policy](#).

Please submit completed form via email to hr_emprelations@emich.edu for record-keeping.

Employee Information

Name: _____ Department: _____
 Employee ID: _____ Supervisor Name: _____
 Eclass/Grade: _____ Supervisor's Phone Number: _____
 Position Title: _____

This Agreement specifies the conditions applicable to an arrangement for performing work at an alternate workplace on a regular basis. This agreement is at the discretion of the University and is subject to ongoing review. This agreement may be subject to modification or termination by the University at any time based on performance concerns or University operational needs. While it is not necessary for exempt/salaried staff to complete the section below regarding proposed schedule, exempt/salaried staff participating in a Flexible Work Arrangement must otherwise complete and execute this Agreement. Exempt/Salaried employees are nevertheless subject to reasonable management expectations related to their work schedules.

PROPOSED WORK SCHEDULE: This section to be completed for non-exempt/hourly bargained for staff. Schedule indicated will be in effect unless otherwise changed by the Supervisor/Manager with written notice to the Employee.

A. **Department** - Days and hours when the employee is normally expected to work on-site are:

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|--------|---------|-----------|----------|--------|----------|--------|
| Hours* | | | | | | | |

*Non-exempt employees must record actual working hours into Web Time Entry on each day worked.

B. The employee's primary remote work place is expected to be their residential address on file with the University. If the employee is going to be "working from" an alternative address, they must provide this information by updating the appropriate "working from" address in Banner Self Service. Employees are expected to work within a reasonable commuting distance of campus.

C. **Alternate Workplace** - Days and hours when the employee will normally work off-site:

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|--------|--------|---------|-----------|----------|--------|----------|--------|
| Hours* | | | | | | | |

*Non-exempt employees must record actual working hours into Web Time Entry on each day worked.

The employee recognizes that the supervisor reserves the right to assign other work within the employees' classification specification, as necessary and in accordance with any applicable collective bargaining agreements, at any previously agreed upon workplace. Job responsibilities, standards of performance and performance appraisals remain the same as when working at the regular University work site. All employee duties and assignments are authorized to be performed at this alternate workplace unless otherwise set forth below.

The employee 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. I hereby affirm by my signature that I have read (in their entirety) this Agreement, the Flexible Work Arrangement Framework, Telecommuting and Remote Work Policy – Non-Instructional Staff, and other relevant University policies. I understand and agree to abide by all such University policies. I further attest that I have read and understand all provisions contained in items 1-11 below of this Agreement that are stated after this signature section of this document.

Employee Signature

Date

Employee Name (Print Legal Name)

Supervisor Signature

Date

Supervisor Name (Print Legal Name)

Department Head Signature

Date

Department Head Name (Print Legal Name)

1. The employee agrees to remain accessible during designated work hours, and understands that EMU retains the right to modify this Agreement as a result of operational, performance, or University business necessity (for example, the employee may be required to come to the department's office on a particular day—advanced notice will be given whenever reasonably possible).
2. Additional hours involving overtime (for non-exempt employees only) at any workplace must be approved in advance by the supervisor.
3. All applicable collective bargaining agreements, EMU Work Rules, EMU Board Policies as well as any departmental policies or procedures remain in full force and effect during the term of this Agreement. Among those policies that may be applicable are the Accounts Payable Procedure, Payment Card Policy, Most Commonly Questioned Purchases and Travel Policy. These specific policies are located online here: <https://www.emich.edu/controller/payable/index>.

NOTE: Any and all State and Federal emergencies and mandates may override the provisions of this agreement.

4. The employee agrees that in-person work-related meetings will not be conducted at the alternate workplace unless prior approval is received from supervisor. Whenever possible all work-related meetings should be conducted via available technological means (i.e., Zoom, Google Meets, telephone, etc.).
5. The employee agrees to make any arrangements necessary to ensure that the employee is able to apply his/her full attention to his/her duties and assignments, during the days and hours that the employee works at the alternate workplace.
6. The employee agrees to maintain a safe and secure remote work environment. In signing this Agreement the employee verifies that the telecommuting work location provides a workplace that is free of safety and fire hazards.
7. The employee agrees to report any work-related injuries to the supervisor at the earliest opportunity. The employee agrees to hold the University harmless for injury to others at the alternate workplace. The University's liability for job - related accidents will continue to exist if the injury was incurred in the course and scope of the employee's job duties and during the employee's scheduled hours of work (as articulated within the telecommuting agreement) since the employee's home office shall be considered an extension of the regular University work site. The employee agrees to hold the University harmless for injury to others at the alternate work site.
8. The employee understands that all equipment, records, and materials provided by the University shall remain the property of the University. 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, loss, theft, or disclosure. Incidental personal use is not permitted to interfere with the use of the equipment for University business. The employee will implement steps for good information security in the alternate workplace setting, and will check with his/her supervisor or their Human Resource Business Partner when security matters are an issue. The employee further agrees to report to the supervisor and University Human Resources instances of loss, damage, or unauthorized access at the earliest opportunity.

9. The University will provide for repairs to University equipment when damage to that equipment is incurred by an employee during the course and scope of their job duties and during the employee's work hours. When the employee uses personal equipment, software, data, supplies and furniture, the employee is responsible for maintenance and repair of these items unless other arrangements have been made in advance and in writing with the supervisor.
10. The employee is responsible for the safety and security of the above-named items at the employee's home. This includes maintaining data security and record confidentiality in the same manner as when working at the regular University work site. The employee may not duplicate University-owned software and will adhere to the manufacturer's licensing agreement.
11. All University equipment will be returned to the University by the employee for inspection, repair, replacement, or repossession within seven (7) working days of written notice. The employee also agrees to return University equipment, records, and materials within seven (7) working days of termination of this Agreement.