Employee COVID-19 Remote Work Agreement Form

This agreement should be used during the COVID-19 pandemic for University employees whose job duties may fully or partially be performed away from the regular work location. These alternative work arrangements will remain effective during the University’s response to the COVID-19 pandemic unless modified by the employee’s supervisor.

**For frequently asked Q&A regarding Working Remotely please visit the HR website:**
http://www.fau.edu/hr/covid-19-information.php or view the Q&A document in the Job Aids worklet in Workday.

1. The employee will work at a remote location on **SPECIFY DAYS AND HOURS** *(in space provided below)* unless requested to return to their regular work location by the supervisor. Additional hours involving overtime at any work location must be approved in advance by the supervisor.

2. The agreement to work at an alternate work location will begin and end on **SPECIFY DAYS OR SEMESTER** *(in space provided below)*. Upon conclusion of the employee's alternate work location agreement, the employee shall be expected to report to his or her official university work location.

3. The supervisor and employee have discussed what job duties are to be performed remotely and planned for any duties that must be performed at the official work location. Duties and assignments authorized to be performed at a remote location include all elements of the employee’s existing position appointment unless modified as follows: **SPECIFY ANY MODIFICATIONS TO DUTIES** *(in space provided below)*. The supervisor reserves the right to assign work as necessary despite work location.

4. Effective communication is essential for this arrangement to be successful. The employee will be accessible via the following methods of communication during work hours:

   **[SPECIFY in space provided below: (phone, fax, email, etc.)]**

   The employee understands that approved leave or a reduced schedule must be used for any time during work hours when the employee will not be accessible.

5. The employee agrees to report work-related injuries to the supervisor at the earliest opportunity.

6. The employee agrees to use University equipment and resources for University business only, and to maintain and protect them against unauthorized or accidental access, use, modification, destruction, or disclosure. The following University resources will be used remotely:

   **[SPECIFY in space provided below: provision of each piece of equipment, furniture, phones, to be used at alternative site etc.]**

7. The employee understands that all University equipment and resources remain the property of the University. Employee must report to the supervisor any loss, damage, or unauthorized access or use of University equipment or resources at the earliest opportunity.

8. The employee understands that his/her personal vehicle will not be used for University business unless specifically authorized by the Supervisor.

9. The employee understands that all obligations, responsibilities, and terms and conditions of employment with the University remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.
10. These alternative work arrangements will remain effective during the University’s response to the COVID-19 pandemic unless modified by the employee’s supervisor. The telecommuting employee shall perform any and all University business at the physical location of the University’s main or branch campuses or the approved alternative worksite only.

11. The University has the discretion to approve or deny requests for remote work arrangements based on the prioritization and preservation of university and unit business needs, eligibility of the request, characteristics of the job duties, resources available to support remote work, and the supervisor’s ability to provide adequate supervision for the remote employee. Any requests to work outside the state of Florida will require further review due to applicable legal and regulatory requirements.

12. You may be required to return to the office to perform critical functions. If requested, you must be available to report to the office with no more than 24 hours advance notice (dependent on the approved work location, it may not be feasible to return in 24 hours in which reasonable exceptions may be made). If you fail to report to office when requested, you will be required to use your leave for that time, and this agreement may be rescinded. Also, lack of responsiveness to phone calls or emails or requests for meetings may result in this agreement being rescinded.

13. The employee acknowledges that working at an alternate location is temporary. The University may at any time terminate the agreement without any period of notice. The employee agrees there is no right of expectancy or property interest in being assigned an alternate work location. The employee also agrees that there is no guarantee that a new offer regarding an alternate work location or telecommuting will be made, or that the agreement will continue beyond the stated duration.

**Employee Acknowledgement:**

I acknowledge that I have read, understand, and agree to abide by this COVID-19 Alternative Work Arrangement.

_________________________________________  ____________________
Employee                                     Date
**Supervisor Approval:**

I approve this emergency remote work arrangement and acknowledge that I have read, understand, and agree to abide by this COVID-19 Alternative Work Arrangement and will ensure adequate supervision and accountability for my employee.

__________________________________________  ____________
Supervisor                                           Date

__________________________________________  ____________
Dean or Director                                      Date

*Please forward completed form to FAU Human Resources via email (emplrs@fau.edu). Questions and concerns may also be forwarded to emplrs@fau.edu.*

<table>
<thead>
<tr>
<th>FOR HR USE ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Received in HR: ________________</td>
</tr>
<tr>
<td>___________________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOTES/COMMENTS:</th>
</tr>
</thead>
</table>