

## Telework Agreement Attachment B

Employee name: \_\_\_\_\_

Department: \_\_\_\_\_

Employee's offsite work address: \_\_\_\_\_

Supervisor and employee must check each term of this attachment to indicate agreement or explain why the term is not relevant.

### WORK STANDARDS/PERFORMANCE

- \_\_\_\_\_ 1. Employee will meet with the supervisor to receive assignments and to review completed work as necessary or appropriate.
- \_\_\_\_\_ 2. Employee will complete all assigned work according to work procedures mutually agreed upon by the employee and the supervisor, and according to guidelines and expectations stated in the employee's Classified and Wage Employee Work Profile or A/P Faculty Work Plan.
- \_\_\_\_\_ 3. Supervisor will evaluate employee's job performance according to stated performance objectives.
- \_\_\_\_\_ 4. Employee agrees to limit performance of his/her officially-assigned duties to the central workplace or UMW-approved alternate work location. Failure to comply with this provision may result in loss of pay, termination of the teleworking agreement, and/or appropriate disciplinary action.
- \_\_\_\_\_ 5. Employee may not host work related visitors or customers in their homes during work hours. Visits from co-workers for work related reasons must be approved by the supervisor in advance.

### COMPENSATION/BENEFITS

- \_\_\_\_\_ 1. All salary rates, and travel entitlements will remain as if the employee performed all work at the central workplace.
- \_\_\_\_\_ 2. Employee will be compensated in accordance with applicable law and state policy for overtime work that has been requested by his/her supervisor and approved in advance.
- \_\_\_\_\_ 3. Employee understands that overtime work must be approved in advance by the supervisor. By signing this form, employee agrees that failing to obtain proper approval for overtime work may result in his/her removal from teleworking and/or appropriate action.

- \_\_\_\_\_ 4. Employee must obtain supervisory approval before taking leave in accordance with established office procedures. By signing this form, employee agrees to follow established procedures for requesting and obtaining approval of leave.

EQUIPMENT/EXPENSES

- \_\_\_\_\_ 1. Employee who uses UMW equipment agrees to protect such equipment in accordance with UMW guidelines. State-owned equipment will be serviced and maintained by UMW.
- \_\_\_\_\_ 2. If employee provides equipment, he/she is responsible for servicing and maintaining it.
- \_\_\_\_\_ 3. Neither UMW nor the state will be liable for damages to an employee's personal or real property during the course of performance of official duties or while using state equipment in the employee's residence.
- \_\_\_\_\_ 4. Neither UMW nor the state will be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the use of the employee's residence as an alternate work location.

CONFIDENTIALITY/SECURITY

- \_\_\_\_\_ 1. All records, papers, and correspondence must be safeguarded for their return to UMW. Release or destruction of any records or material will only be done at UMW in accordance with appropriate state and UMW regulations. Computerized files are considered official state records and should be similarly protected.
- \_\_\_\_\_ 2. Employee has permission to take restricted access material home.
- \_\_\_\_\_ 3. Employee will comply with departmental and UMW data security procedures.

INITIATION AND TERMINATION OF AGREEMENT

- \_\_\_\_\_ 1. Employee agrees to adhere to applicable guidelines and policies.
  
- \_\_\_\_\_ 2. UMW concurs with employee participation and agrees to adhere to applicable policies and procedures.
  
- \_\_\_\_\_ 3. Employee may terminate participation in teleworking at any time unless it was a condition of employment. Two weeks notice to UMW is recommended.
  
- \_\_\_\_\_ 4. UMW may terminate employee’s participation in teleworking at any time. (Employees may be withdrawn for reasons to include, but not limited to, declining performance and organizational benefit). Two weeks notice to the employee is recommended when feasible, but is not required.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date