

UMW Telework Agreement

Employee Name: _____

Supervisor Name: _____

Department: _____

Employee's Off Campus Work Address: _____

Effective Date of Telework Agreement: _____

- The telework agreement is a written agreement between the employee and supervisor requiring each to adhere to applicable DHRM and UMW guidelines and policies.
- The telework agreement is not an employment contract and may not be construed as such. Under state policy, telework agreements may be terminated at the discretion of UMW.
- Employees may be withdrawn from this agreement for reasons to include, but not limited to, declining performance and/or for organizational benefit. Providing the employee with a two-week notice of withdrawal is recommended when feasible but is not required.
- The employee may terminate participation in this agreement at any time unless it is a condition of employment. A two-week notice to UMW is recommended when feasible but is not required.

Location and Safety

Describe in detail the designated work area(s) at the alternate work location:

(e.g., home office, section of living room, dining room)

- The employee has inspected the designated work area for safety issues and agrees to conduct him/herself in a safe manner at the offsite location.
- The employee confirms that the alternate work location is, to the best of their knowledge, free of recognized hazards that would cause physical harm (such as frayed or loose electrical wires), with clean, dry and level floor surfaces, that phone lines and electrical cords are properly secured, etc., and is equipped with the appropriate number of smoke detectors that are properly installed and working.
- The employee further confirms that, to the best of their knowledge, the space is free of asbestos-containing materials. If asbestos-containing materials are present they are undamaged and in good condition.
- Employee is covered by the Commonwealth's Worker's Compensation Program and/or the Virginia Sickness and Disability Program, as appropriate, if injured while performing official duties at the alternate work location. Employee agrees to notify the supervisor immediately of any accident or injury occurring at the work location.

____ Employee Initials
____ Supervisor Initials

Schedule and Work Expectations

Employee's typical offsite work schedule: The supervisor will maintain a copy of this work schedule and the employee's time and attendance will be recorded the same as if performing official duties on location at UMW. Schedule days/times not specified below are expected to be worked on campus.

Day of the Week	Start and End Times
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Typical assignments to be worked on at the remote location:

- The employee will complete all assigned work according to established procedures and expectations stated in the employee's Employee Work Profile (EWP) or A/P Faculty Work Plan
- The employee agrees to perform the assigned duties on location at UMW or at the approved alternate work location described in this agreement. Failure to comply may result in termination of this agreement, and/or appropriate disciplinary action.
- The employee may not host work-related visitors or customers at the approved alternate location during the work hours. Visits from co-workers for work-related reasons must be approved by the supervisor in advance.

____ Employee Initials
____ Supervisor Initials

Communication

- Communication is the responsibility of both the employee and the supervisor.
- The employee and supervisor are expected to meet on a regular basis to discuss assignments and review completed work. Appropriate communication methods (i.e. phone, email, online meetings, instant-messaging, etc.) and the schedule of communication shall be up to the employee and the supervisor. Supervisor and employee agree to meet as follows.
- The employee will notify the supervisor immediately when circumstances arise that impact their ability to perform the assigned work.

Equipment

- State-owned equipment is to be used only for authorized state business.
- State-owned equipment will be serviced and maintained by UMW. Equipment needing repair must be returned to UMW for service.
- Employee is responsible for protecting state owned or issued equipment from theft, damage and unauthorized use.

The following state-owned or leased equipment has been issued to the employee and will be used by the employee at the remote work location. Typical equipment has been listed below, but please list any other equipment to be used by the teleworking employee.

Item Description	Serial Number(s)	Tag Number
Computer		
Printer or Printer/Fax/Scanner		
Computer Accessories (monitor, keyboard, mouse, webcam, etc.)		
Furnishings		

- If the employee is authorized to use his or her own equipment, UMW will not assume responsibility for the cost of equipment, repair, or service.

____ Employee Initials
____ Supervisor Initials

- **VITA’s Information Technology Standard “Use of Non-Commonwealth Computing Devices to Telework.”** As required by VITA, the employee shall report to the University: *“all known incidents that threaten the security of the Commonwealth’s databases and data communications resulting in exposure of data protected by federal or state laws, or other incidents compromising the security of the Commonwealth’s information technology systems with the potential to cause major disruption to normal Agency activities.”*
- Neither UMW nor the state will be liable for damage to an employee’s personal or real property during the course of performance of official duties while using the state equipment in the employee’s residence.
- 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 and Security

- All records, paper 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.
- Employee has permission to take material home, with the exception of Highly Sensitive data as defined in the university’s [Data Classification Policy](#).
 Yes
 No
- Employee will comply with departmental and UMW data security procedures.

Expenses, Compensation and Benefits

Allowable telework expenses will be reimbursed per [the Commonwealth’s Accounting Policies and Procedures Manual, Section 20310 – Expenditures, Department of Human Resource Management Policy 1.61](#) and at the discretion of the University and the supervisor.

- All salary rates and travel entitlements will remain as if the employee performed all work at the central workplace.
- Employee will be compensated in accordance with applicable law and state policy for overtime work. Employee understands that overtime work must be approved in advance by the supervisor. Employee agrees that failing to obtain proper approval for overtime work may result in their removal from teleworking and/or appropriate action.
- Employee must obtain supervisory approval before taking leave in accordance with established university and department procedures.

____ Employee Initials
 ____ Supervisor Initials

- Small office supplies purchases, such as note pads, paper, paper clips, etc., should be approved by the supervisor and ordered through department buyers. Supplies must be shipped to the university campus for the employee to pick up and not shipped directly to the employee's remote location. Few exceptions apply and are reviewed on a case-by-case basis by the Associate Vice President for Finance and the Chief Procurement Officer.
- The decision to install telecommunications utilities at the remote work location will be made between the supervisor and the employee. Generally, telecommunications expenses are only paid for those working remotely as a condition of employment. Will telecommunication utility installation expenses be paid by the university?
 - Yes
 - No
- Generally, expenses for phone services are only paid for those working remotely as a condition of employment. For the University to pay the expense, business-related telephone calls made from the remote work location must be documented to support the business nature of the call. Will expenses for long distance calls or calls using a cell phone be paid by the university?
 - Yes
 - No

Agreement Conditions and Review

Conditions of this telework agreement require approval and signature of employee, supervisor, and Cabinet Vice President. This agreement shall be reviewed for appropriateness and accuracy of information every:

- 3 months
- 6 months
- 12 months
- Other: _____

Upon review, this agreement may continue until modified or terminated by the employee and/or supervisor.

By entering my name in the appropriate field below, I certify that I have read the entire agreement and agree to the conditions detailed above.

_____	_____
Employee Signature	Date
_____	_____
Supervisor Signature	Date
_____	_____
Cabinet/Vice President Signature	Date

_____ Employee Initials
 _____ Supervisor Initials