

## **REMOTE WORK AGREEMENT**

All Willamette employees are required to work on Campus, however, where appropriate an employee may also work remotely, in Oregon, for up to two days per week. This Agreement is intended to ensure that both the manager and the employee have a clear, shared understanding of the employee's remote work arrangement.

This Agreement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. The employee's employment with the University remains at-will. The University may terminate the employment relationship or remote work agreement at any time.

This Agreement and the remote work arrangement are in the context of and subject to Willamette's Remote Work Policy for Non-Faculty Employees.

### **EMPLOYEE INFORMATION**

Employee Name:

Job Title:

Department:

Manager:

Arrangement requested by:    Employee    Employer

### **REMOTE WORK ARRANGEMENT (select one):**

1 day per week

2 days per week

**ADDRESS(ES) FOR REMOTE WORK (must be an Oregon address):**

Remote Work arrangement effective dates:

Start date

End date, if applicable

Indefinite

**REMOTE WORK SCHEDULE**

Day of Week

Work Hours

**REMOTE WORK EXPECTATIONS**

The expectation for a remote work arrangement is that the employee will effectively accomplish all of their regular job duties, regardless of work location.

Employee agrees:

- To be available and responsive during scheduled work hours.
- That duties, obligations, and responsibilities as an employee working remotely are the same as employees working on Campus, including the obligation to respond to voicemail, e-mail and other messages in a timely manner.
- Remote work will occur only at the above-listed locations during the employee's work schedule, unless the employee receives prior approval to temporarily work elsewhere.
- While working remotely, any time off or overtime will be pre-arranged according to department guidelines and consistent with the laws and policies that govern employment.

Summarize specific expectations for this remote arrangement below. Additional rows may be added as needed.

Remote work agreements must be renewed at least annually. Temporary and short-term modifications to this agreement should be discussed between the employee and manager. Long-term or substantive modifications should be documented by revising this agreement.

I have read and understand Willamette's Remote Work Policy for Non-Faculty Employees. I understand that I will not be provided special equipment to work remotely.

I understand that I am required to comply with all timekeeping and overtime regulations defined by state or federal law (e.g., the Fair Labor Standards Act), or University policy.

I understand that the work I do while working remotely remains subject to University policies.

I understand that work-related injuries at my Alternate Work Location during agreed-upon working hours may be covered by Workers' Compensation. I am required to report any work-related illness or injury to my manager immediately and am required to fill out an accident report as an internal record of the incident within 24 hours of the event or claim, as well as cooperate in any investigation as set forth in the Policy on Remote Work for Non-Faculty Employees.

I agree to maintain the confidentiality of all University information and documents and prevent unauthorized access to any University system or information.

I agree to follow secure computing practices as specified in [Willamette's Information Security Policy](#) and [Data Storage Guidelines](#). See [Keeping Your Data Safe](#) for pointers on how to follow these policies while working remotely.

Employee signature:

\_\_\_\_\_

date: \_\_\_\_\_

Manager signature:

\_\_\_\_\_

date: \_\_\_\_\_