

## Teleworker Assignment Agreement

Teleworking, or working from a location such as a home or satellite office close to home, is an assignment that UNC Asheville may choose to make available to some employees when the arrangement is mutually beneficial. Teleworking is not an employee benefit, and is completely at the discretion of management. Employees do not have a “right” to telework. Either party, with or without cause, may terminate a teleworking agreement upon written notice.

The employee agrees to follow UNC Asheville regulations, policies and procedures while working at the alternate work location. Violation of the University’s regulations, policies or procedures may result in termination of this agreement and the teleworking privilege and may also result in disciplinary action, up to and including dismissal.

**Employee Name:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

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

1. The employee agrees to work at the following designated alternate work location:

\_\_\_\_\_  
*Physical address, type of work site (i.e. home, satellite office, etc.)*

If the telework site is the employee’s home, please provide a description of the specific space serving as the telework office:

\_\_\_\_\_  
\_\_\_\_\_

2. The employee will telework \_\_\_\_\_ days or \_\_\_\_\_ hours per week.
3. The employee’s hours will be: \_\_\_\_\_.
4. Anticipated duration of the teleworking assignment will be from \_\_\_\_\_ to \_\_\_\_\_.
5. Management retains the right to modify the agreement on a temporary or permanent basis as a result of business necessity (for example, the employee may be required to come to campus on a particular day), or as a result of an employee request supported by the supervisor. Travel to and from campus is not compensable.
6. The employee agrees to be available during the assigned business while teleworking for communication through such methods as telephone, voice mail, modem, fax, beeper, etc. Employee initiated schedule changes must be approved in advance by the supervisor.
7. Phone number for the employee during designated hours: \_\_\_\_\_.
8. The employee will obtain permission from management prior to permitting third parties to enter the remote worksite in order to conduct official business.
9. Summary of the work assignments to be performed by the teleworking employee, including expected delivery dates (attach additional sheet if needed):
10. The supervisor and the employee must review and adhere to workstation requirements described in UNC Asheville’s Safety and Health Manual, located on the Department of Public Safety web site:  
<http://publicsafety.unca.edu/ehs/manual/chapter-four> .

11. UNC Asheville will provide the employee with the necessary furniture, equipment and software to be used by the employee at the designated alternate work location, including installation of such provisions at the alternate location and removal upon termination of this Agreement and/or termination of employment. Alternatively, with the approval of the department head, the employee may provide his/her own furniture and equipment.

The University will provide the following furniture, equipment and software: \_\_\_\_\_

The employee will provide the following furniture, equipment and software, and *the employee certifies that this furniture and equipment is ergonomically correct:*

12. The employee agrees to maintain a secure location for University-owned equipment and material. All equipment, records and materials provided by the University shall remain University property. The teleworker agrees to allow the University reasonable access to its equipment and materials.

13. The employee agrees to obtain all general office supplies needed for teleworking from their UNC Asheville office. Reimbursement for out-of-pocket expenses for any supplies will need prior supervisory approval.

14. Reimbursements (if any) for phone/network installation/connectivity are to be handled as follows:

15. Additional conditions agreed upon by the supervisor and the employee, including precautions necessary to safeguard restricted materials the employee accesses/maintains at the remote work site, if applicable:

16. The employee further agrees to:

- \* Record time worked using the standard UNC Asheville timesheet
- \* Report all leave on the standard UNC Asheville timesheet
- \* Maintain adequate homeowners/renters insurance
- \* Observe all relevant local ordinances and zoning laws if working at home
- \* Notify the supervisor of any change in status that prevents continued telework
- \* Refrain from child care, adult care, or similar personal duties during work hours
- \* Adhere to all applicable laws, regulations and university policies at the telework site

***The above conditions have been reviewed, discussed and agreed upon. I understand and agree that the terms and conditions of this assignment are subject to change at the discretion of UNC Asheville.***

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

\_\_\_\_\_  
*Date*

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

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Department Head Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Senior Officer Signature*

\_\_\_\_\_  
*Date*