

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 offered at the discretion of management. Either party, with or without cause, may terminate a teleworking agreement upon written notice. An employee's compensation and benefits will not change based on a change of location (i.e. teleworking).

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.)

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. Phone number for the employee during designated hours: _____.
6. Summary of the work assignments to be performed by the teleworking employee, including expected delivery dates:
7. If UNC Asheville is providing the employee with the necessary 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 equipment and software:

The employee will provide the following equipment and software:

8. The employee agrees to call or email the department's office to receive his/her messages as follows:

9. 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.

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

11. 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:

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

Department Head Signature

Date