

Telework agreement | Remote

This document is intended to ensure that both the manager and the employee have a clear, shared understanding of the employee's telework arrangement. Each telework arrangement is unique depending on the needs of the position, manager, and employee. In defining a telework arrangement, the employee and their manager are expected to evaluate the costs and benefits of telework, identify work expectations, and clearly communicate how expectations may be met. Employees who work at UW work sites outside of Washington and employees whose official work location is their personal residence, whether in Washington or another state, are designated remote employees. Requests for international work follow a separate process outlined in the [Temporary international remote work policy](#).

This telework agreement is not a contract of employment, does not provide any contractual rights to continued employment, does not create a binding working condition, and only lasts as long as the employment relationship itself. It does not alter or supersede the terms of the existing employment relationship. All remote work (100% telework) requests require the approval of the unit's appointing authority. It is the responsibility of the unit to verify that approved remote employees have an accurate work location in the payroll system.

Employee telework information

1. Employee name:
2. Job title:
3. Department:
4. Manager:
5. Arrangement requested by:
6. Address where telework will be performed:
7. Telework arrangement effective dates:
 - ☐ Start date:
 - ☐ End date, if applicable:

Remote work justification

Remote work must be supported by a compelling policy, critical skill- based, or family health circumstance. If remote work is a temporary arrangement, outline expectations around the transition from remote to onsite work. Provide justification below.

Work schedule and location

Day of Week	Work Hours	Work Location (home or office)
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Remote work expectations

The general expectation for a telework arrangement is that the employee will effectively accomplish all of their regular job duties, regardless of work location. I agree:

- To be available and responsive during scheduled work hours.
- My duties, obligations, and responsibilities as a telecommuting employee are the same as onsite workers, including my obligation to respond to my voicemail, e-mail and other messages in a timely manner.
- While telecommuting, I will work at the above-listed locations during my telecommuting work schedule, unless I have received prior approval to temporarily work elsewhere.
- That any time off or overtime must be prearranged according to department guidelines and consistent with the rules applicable to my employment (e.g., Professional Staff Program, collective bargaining agreement, civil service rules).

Specific expectations for this telework arrangement should be summarized in the table below. Additional rows may be added as needed.

Expectations	Manager's comments and expectations	Employee's comments and expectations
Communication with clients/ students/stakeholders, team, and manager		
Working with family members at home (if applicable)		
Events or activities which require in-person attendance. Detail any notice requirements and travel expense coverage (if applicable).		

Telework arrangement modification

The telework agreement for a remote worker lasts only as long as the employment relationship itself, or until modified. This provision does not apply to telework arrangements made through the disability accommodation process. All proposed employee changes are subject to departmental approval.

Telework agreements for remote work should be renewed annually. Temporary modifications to this agreement should be discussed between the employee and manager. Long-term or substantive modifications should be documented by revising this agreement.

Telework check-in

Specify a date to meet and discuss the effectiveness of the telework arrangement, if applicable.
Telework plan review date:

Equipment and technology access

The employee and employer agree to work together to ensure that the alternate worksite is safe, productive, and ergonomically suitable. Specify any equipment or technology the employee will need to telework and whether it will be employee or employer provided. In the event of equipment failure or

service interruption, the employee must notify employer immediately to discuss alternate assignments or other options. Enter N/A if the item is not used.

Items provided by the University, including items purchased by the employee and reimbursed, remain the property of the University and may only be used for state business. University property must meet the expectations for information security, be properly secured, and returned to the University at the end of the remote work arrangement.

Employees are responsible for loss or damage to University property that is used when working remotely.

Equipment needs

Equipment	Provided by
Laptop	
Docking station	
Computer	
Mouse	
Keyboard	
Monitor(s)	
Desk	
Desk chair	
Web cam	
Phone	
Headset/microphone	
Power strip/extension cord	
Printer	
Office supplies	
Ergonomic modifications (e.g., keyboard tray, glare filter, foot stool, etc.)	

Additional details

Policies and procedure acknowledgement

Policy/Procedure	Employee initials
I have read and understand UW Human Resources' Telework Policy and Process and any departmental telework policy.	
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), collective bargaining agreements, Professional Staff Program, civil service rules, or University policy.	
I understand that the work I do while teleworking remains subject to University records retention policy and applicable regulations, including the Washington State Public Records Act RCW 42.56.	
I understand that work-related injuries at my telework 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.	
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 UW IT's secure computing practices .	
I have read and understand APS 47.2 Personal Use of University Facilities, Computers, and Equipment by University Employees	
I understand this telework agreement is not a contract of employment, does not provide any contractual rights to continued employment, and may be terminated by the department at any time with thirty-calendar days' notice, unless it is for alleged misconduct or an emergency, in which case, it may be terminated immediately. It does not alter or supersede the terms of the existing employment relationship.	

Employee signature:

Date:

I agree to ensure that the employee named herein is provided with the resources, training, equipment and supplies necessary for effective telework. I agree that I/[name of unit] has thoughtfully considered how to

successfully onboard and integrate the teleworking employee named herein into the unit's teams, culture and opportunities.

Manager signature:

Date:

Unit head or designee:

Date: