**Remote Work Agreement Template**

University of Colorado at Boulder

Supervisors may revise this agreement at any time with sufficient notice to the employee.

Employees may request a revision.

Agreement between [supervisor name] and [employee name]

**Date:** [date]

**Department Name:** [Name]

**Work Unit:** [Unit]

|  |  |  |
| --- | --- | --- |
| **Day** | **Time at university location** | **Time at remote location** |
| Sunday |  |  |
| Monday |  |  |
| Tuesday |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |
| Saturday |  |  |

**Campus location (if any):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Remote work location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required communication channels:**

   Zoom

   Teams

   Email

   Text, cell phone number: \_\_\_\_\_\_\_\_\_\_\_\_

   Slack

   Other, \_\_\_\_\_\_\_\_\_

**Required document storage and management:**

   Google drive

   Confluence

   Teams

   Shared drive

 Other, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Required in-person meetings:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department provided equipment:**

   Laptop

   Monitor(s): \_\_

   Keyboard

   Mouse

   Desk

   Chair

  Other supplies (printers, paper, pens, etc.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee responsibility:**

   Internet access

   Gas/electric costs

   Parking on campus

   Travel costs

\_Mileage

\_Domestic travel

\_International travel

   Cell phone/mobile phone costs

This agreement is subject to the employee satisfying the following conditions on a continuing basis:

* The employee shall perform all job duties at a satisfactory performance level, to be determined by the supervisor.
* The employee understands that theymay be required to come into the office for any unforeseen business reason and will prioritize the business request if that happens.
* The employee will not be provided reimbursement or a stipend for any transportation costs, including mileage and parking.
* The employee agrees to provide theirown internet access, telephone, webcam (if desired) and office supplies.
* The employee agrees to be signed into Microsoft Teams and be available via Zoom while working remotely. Both of these services are free to employees of CU.
* Accidents that occur on a remote worksite must be reported in writing to the employee's manager within 24 hours. The employer is not responsible for inspecting or maintaining the work site. It is the employee's responsibility to maintain an organized and safe working environment while at home.
* The employee understands that some information used in their work may be deemed confidential by the University and shall apply all University-required security safeguards and policies at the same level as in the regular office in order to protect such information from unauthorized disclosure, loss or damage.  The employee is responsible for returning all equipment to their department designees when they no longer are working remotely.
* The employee remains obligated to comply with all federal, state and university laws, rules, policies, and instructions.  The employee understands and agrees that they have no right to continue to work remotely, and the University, at its discretion may alter or terminate the remote work assignment at any time.
* The employee is responsible for securing childcare/ elder care, as needed, that allows them to successfully fulfill their job duties.

**Acknowledgement**

I have read and agree to the above Remote Work Agreement.

Supervisor/Date

Employee/Date

**Copy:**

Employee

Supervisor