**UCSB Remote Work Agreement**

Remote work is a voluntary agreement between the manager/supervisor and the employee. This agreement begins on \_\_\_\_\_\_ and continues until \_\_\_\_, and must be renewed. It can be discontinued at any time by either party with reasonable advance notice.

1. The remote worker will work from the following alternative worksite \_\_\_\_(Home).

2. The remote worker agrees to be available during the assigned business hours of \_\_\_\_ to \_\_\_\_ for communication through such methods as cell phone, home phone, voice mail, modem, fax, pager, etc., and agrees to respond promptly. Employee-initiated schedule changes must be discussed and approved in advance by the supervisor.

3. The remote worker agrees to seek advance approval by the supervisor to change the terms of the remote work schedule or for use of sick leave, vacation, compensatory time off, or any other leave of absence during a remote work schedule. Any overtime must be approved in advance by the supervisor.

4. If a remote worker incurs a work-related injury while working, the other states’ or international workers’ compensation will apply as applicable. The remote worker must notify the supervisor immediately and complete all necessary and/or management-request documents regarding the injury.

5. The remote worker is responsible for maintaining and repairing employee-owned remote work equipment at personal expense and on personal time.

6. If the University provides equipment for home use, the remote worker agrees to provide a secure location for University-owned equipment and will not use, or allow others to use, such equipment for purposes other than University business. The University is responsible for maintaining, repairing, and replacing University-owned equipment issued to remote workers. In the event of equipment malfunction, the remote worker must notify his/her supervisor immediately. If repairs will take some time, the department will find alternative means to continue the remote worker’s work including asking the remote worker to report to the main office until the equipment is usable.

7. All equipment, records, and materials provided by the University shall remain University property. The remote worker agrees to return the University equipment, records, and materials upon request. All University equipment will be returned to the campus by the employee for inspection, repair, replacement, or repossession as needed.

8. The remote worker will implement good information security practices in the home-office setting, and will check with his/her supervisor when security matters arise.

9. [Optional] The department/division/school will pay or reimburse the employee for the following expenses, subject to the provisions and exclusions of applicable University policy:

* Charges for business-related telephone calls. (Will this include telephone lines and other communication technologies? If so, under what circumstances?);

10. The department/division/school will not pay for the following expenses or reimburse for expenses prohibited by University policy:

* Maintenance or repairs of privately-owned equipment;
* Utility costs associated with the use of the computer or occupation of the home;
* Equipment supplies (these should be requisitioned through the department); and,
* Travel expenses associated with commuting to the central office.

11. The remote worker agrees to make regular dependent care arrangements during remote work periods.

12. Management retains the right to modify or suspend the agreement on a temporary basis or as a result of employee request supported by the supervisor. Management retains the right to modify or end the agreement if the employee’s performance of his/her duties decline and/or are deemed less than satisfactory.

13. The remote worker understands that he or she is responsible for tax and insurance consequences, if any, of this arrangement, and for conforming to any local zoning regulations.

I have read this UCSB Remote Work Agreement and agree to its terms.

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| Remote Worker’s Signature & Date |  |
| Supervisor’s Signature & Date |  |
| Department Manager’s Signature & Date |  |