



BW Telecommuting Agreement – July 21, 2020

- I. General Work Arrangement:** This is an agreement between (“the department”) and [Employee’s Name] (“Employee”) to establish the terms and conditions for performing work at an alternate work site on a regular basis (*e.g.*, on the same day every week, or on some routine basis).
1. This agreement begins on [Date] and continues until [Date]. This agreement will be reviewed at least annually. This agreement may be modified or cancelled with seven (7) calendar days written notice. The following conditions apply:
 - a. Employee’s telecommuting schedule is [specify days and hours. If it varies, please include those details].
 - b. Employee’s regular telecommuting site location is [location].
 - c. Employee’s regular telecommuting phone number is [telephone number].
 2. While telecommuting, Employee will:
 - a. remain accessible during the telecommute work schedule;
 - b. check in with the supervisor to discuss status and open issues;
 - c. be available for teleconferences, scheduled on an as-needed basis;
 - d. be available to come into the office if a business need arises;
 - e. request supervisor approval in advance of working any overtime hours (if employee is non-exempt); and
 - f. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee’s regular work location and record time taken on applicable system.
 3. Employee’s duties, obligations, responsibilities, and conditions of employment with the University remain unchanged except those obligations and responsibilities specifically addressed in this agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular University work site. The supervisor reserves the right to assign work as necessary at any work site.
 4. The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that Employee’s work quality, efficiency, and productivity are not compromised by the telecommuting arrangement described herein.
 5. Only the Laptop or tablet hardware with charging unit issued to the employee is approved equipment for use at home. Other equipment such as phones, monitors, keyboards, etc must remain at the

University. Work at home users are allowed to purchase or use their own keyboard, mouse, and monitor with their notebook computer if they are familiar with the necessary inputs and adaptors. Employee assumes all liability and is responsible for replacement cost (compromised, damaged, lost, or stolen) computer equipment.

6. IT does not provide or supply computing equipment for non-exempt employees to work from home.
7. All computer equipment issued by the University is for employee use only and no one else.

II. Safety & Equipment; Information Security: Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to Employee's supervisor at the earliest reasonable opportunity. Employee agrees to hold the University harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:

1. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telecommute location and shall not be reimbursed by the employer for these or related expenses. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network. In order to work remotely, your device must meet the following minimum requirements:
 - Operating Systems: Windows 10 – MacOS 10.13 (later).
 - VMware Horizon: Version 5.x
 - Broadband Internet Connection with acceptable internet speeds (at a minimum of 10 Mbps download and at least 1 Mbps upload). These can be validated by sharing your plan with your supervisor or going to <https://www.speedtest.net/> and sending the results to your supervisor.

While working remotely the VMWare Horizon Client must be installed on your device, in order to access campus resources. The latest version can be downloaded from <https://labs.bw.edu>.

Campus resources such as: Informer, Mitel, Perceptive Content, Full Version of Microsoft Office 365, Colleague, E-Time and CSGold are available via App Streaming or the Virtual Desktop (FacStaffGenPool).

2. Employee agrees to protect University-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
 - a. Employee agrees to report to Employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
 - b. Employee understands that all equipment, records, and materials provided by the University shall remain the property of the University.
 - c. Employee is still responsible for adhering to all University and IT Policies while working remotely. For questions on IT policy consult <https://help.bw.edu/policy.html> or the employee handbook.

- d. Employees are responsible for maintaining a safe and secure working home network and IT systems. These include, but not limited to, ensuring home routers/firewalls are up to date with the latest patches and default administrator passwords changed, personal systems are up to date with the latest patches, and their home network is secured and password protected.
- e. All BW confidential information, electronic or on paper, must be restricted such that family or other persons in the remote workspace do not have access to them.

Employee understands and agrees that Employee's personal vehicle may not be used for University business unless specifically authorized in writing by Employee's supervisor in advance of such use.

- 3. With reasonable notice and at a mutually agreed upon time, the University may make on-site visits to Employee's telecommute location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of University property, and to maintain, repair, inspect, or retrieve University property.
- 4. Employee agrees to return University-owned equipment, records, and materials within 3 working days of termination of this agreement. Within 3 working days of written notice, Employee must return University-owned equipment for inspection, repair, replacement, or repossession.
- 5. Employee understands that Employee is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

I hereby affirm by my signature that I have read this Telecommuting Agreement and understand and agree to all of its provisions.

[Insert Employee's Name], Employee

Date

[Insert Supervisor's Name], Supervisor

Date

[Insert Department Head's Name], [Insert title]

Date

*Please send this signed agreement to Human Resources for placement in Employee's personnel file.
The employee and the supervisor should each keep a copy of this agreement for future reference.*