

REMOTE WORK AGREEMENT

Both the manager and the remote worker understand that remote work is a voluntary option exercised by both parties and can be discontinued by either party for any reason at any time.

The agreement is in effect as of _____

The Remote Work Policy attached to this agreement outlines the remote work assignment's job duty and responsibility expectations. There are no changes to the employee's salary, classification, or at-will employment.

By signing this agreement, the employee understands and agrees to satisfactorily meet the performance expectations as identified in the Remote Work Policy.

Telecommute days are scheduled and will not be substituted without the advance approval of the manager.

Per the mutual agreement, the remote work days per this agreement are scheduled for:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

The employee has read and understands The University Corporation's (TUC) remote work policy and guidelines and agrees to abide by those policies. The remote worker shall carry out the steps needed for information security in the home office setting and has read the TUC's security requirements and procedures. The remote worker agrees to check with her/his supervisor when security matters are at issue.

This agreement, its attachments and any revisions are not a contract or promise of employment. Nothing in this Agreement guarantees employment for any specific term.

_____ Employee Name Printed	_____ Employee Signature	_____ Date
_____ Supervisor Name Printed	_____ Supervisor Signature	_____ Date
_____ Executive Director or Principal Investigator Name	_____ Executive Director or Principal Investigator Signature	_____ Date
_____ HR Representative Name Printed	_____ HR Representative Name Signature	_____ Date