



## Remote Work Agreement

### Employee Information

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Remote Work Start Date: \_\_\_\_\_ Anticipated End Date: \_\_\_\_\_

### Location

Requested location of remote worksite (address): \_\_\_\_\_

The employee agrees to work at the designated site during the hours specified in the agreement as defined below. Any change must be approved in advance by the supervisor.

### Employment Obligations

Non-exempt (hourly) employees are subject to FLSA regulations. Any hours worked over 40 in a workweek must be authorized in advance by the supervisor and the employee must be paid overtime. Non-exempt (hourly) employees shall maintain a record of actual hours worked on the Laker Time Sheet and submit to Supervisor as typically required for payroll.

The remote employee may or may not be expected to attend meetings, training sessions or similar events as required by the supervisor.

### Attendance

Employees must obtain supervisor approval before taking any leave in accordance with established procedures.

### Employee Responsibilities and Obligations

- All job responsibilities and conditions of employment apply as if the employee were working at the primary worksite.
- Employees will comply with all University rules, policies and procedures that would be in effect if the employee were working at the primary worksite. Employees must notify their supervisor immediately of any situation that interferes with their ability to perform their jobs.
- Work developed or produced during remote work away from the primary worksite is the property of Lake Superior State University unless altered by collective bargaining agreements.
- Employees must certify that the remote work environment is safe and the same safety habits that would be used at an on-campus site are being practiced.



- Remote employees are encouraged to contact their insurance agent for any information regarding home worksites and coverage for equipment that is damaged, destroyed or stolen.
- An employee who is in a remote agreement is not entitled to reimbursement for travel mileage to attend work onsite.
- Tax deductions (i.e. home office deductions) are normally not applicable for remote arrangement. The employee should seek professional advice for questions or concerns regarding tax issues.
- Failure to follow policies, procedures, and practices may result in termination of the arrangement and/or disciplinary action.

**Work Details**

Employee Telephone Number: \_\_\_\_\_  
(where employee can be reached during remote hours)

**Agreement**

*By signing this agreement, I state that I have read and understand the Remote Work Agreement and the COVID-19 Remote Work Policy, and agree to the terms and conditions set forth by both documents. I believe that my work can be completed within the above schedule and location with no loss of customer service or disruption to others in my department, the University, or external customers. I understand that it is my responsibility to make my remote arrangement a success. My supervisor may terminate or modify the arrangement at any time.*

*I agree with the conditions for use of Lake Superior State University equipment, furniture, and/or data and the nature of the equipment, and supplies.*

---

Employee Signature Date

---

Employee Name (printed/typed)

---

Supervisor Signature Date

---

Supervisor Name (printed/typed)