

## Instructions



## University of Alaska Telework Agreement

Please enter the first and last name of your department's HR Coordinator as well as their university email address. If you do not know this information please contact UA HR at 907-450-8200 or review the current [HR Coordinator List \(https://ua.askspoke.com/kb/5db37ae8afbc2a00060a85ac\)](https://ua.askspoke.com/kb/5db37ae8afbc2a00060a85ac). Thank you!

### Form Participants

HR Coordinator

First Name

Last Name

Email

*SAMPLE*

Continue

Timer ⓘ  
44:45

\* = required field



# UA Human Resources

## Telework Agreement

### EMPLOYEE INFORMATION

**Instructions for employee:** Please complete the Employee section of this form, review the agreement section and fill out any missing information, then sign and submit. The department HR Coordinator will complete the department information prior to the form being routed to the campus authorized approver for review and approval.

Employee Last Name: \*  Employee First Name: \*  Employee Email: \*   
 Employee ID: \*  Campus Affiliation: \* -- Please Select -- Employee Phone: \*

Please explain the business reason(s) for this request:

\*

### DEPARTMENT INFORMATION (TO BE COMPLETED BY THE DEPARTMENT HR COORDINATOR ONLY)

HR Coordinator Last Name: \*  HR Coordinator First Name: \*  HR Coordinator Email: \*   
 Authorized Approver Last Name: \*  Authorized Approver First Name: \*  Authorized Approver Email: \*   
 Department Name: \*  TKL: \*   
 Employee's UA Job Title: \*  Employee's PCN: \*   
 Funding for Department Fees (fees may vary depending on the employee's physical work location):  
 Fund: \*  Orgn: \*   
 Department Physical Address:  
 Address Line 1: \*   
 Address Line 2:   
 City: \*   
 State: \*   
 Zip Code: \*

Department Comments:

### AGREEMENT

The following and any attachment constitute an agreement between the University of Alaska and the employee listed above, hereafter referred to as "Employee."

The Employee agrees to participate in the telework program, which is working from alternate work locations within the state of Alaska and outside the state of Alaska, and to adhere to the applicable guidelines and policies as amended from time to time. University of Alaska concurs with the Employee's participation and agrees to adhere to the applicable guidelines, policy and regulation.

**Terms and conditions.** the telework agreement is subject to [Board of Regents \(BOR\) Policy and Regulation 04.01.051](#) and the following terms and conditions:

**1. Duration.** This agreement will be valid effective the begin date listed below. Both parties will participate in a review every 12 months to determine if this agreement should continue, unless it needs to be terminated earlier (refer to item 18. Termination of the Telework Agreement).

Agreement Begin Date: \*

A new telework agreement is only needed under the following conditions:

- a. Change in alternate work location; or
- b. Change of supervisor; or
- c. Change of position title and duties; or
- d. Change of university department.

**2. Alternate Work Location.** The employee's alternate work location is listed below. If the physical alternate work location is outside the state of Alaska, the proper state or country tax withholding will occur for the duration of this agreement. Only upon implementation of a new Telework agreement, termination of this agreement or submission to Human Resources of the appropriate [state tax withholding form](#) will the tax withholding be modified. The tax withholding change will be implemented in the next available pay period. No retroactive corrections will be made. Notwithstanding any tax withholding made or otherwise implemented during the duration of this agreement, the Employee shall remain solely responsible for payment of any and all other or additional assessed national, state or local taxes due as a result of the Employee's performance of effort at the approved alternative work location.

Alternate Work Location (Physical Address):

Location Type: \*

Address Line 1: \*

Address Line 2:

City: \*

State:

Zip Code: \*

**3. Work hours.** The Employee's work hours are specified at the end of this agreement. The work hours may be subject to change depending on the business needs of the department and the agreement between the supervisor and the Employee. If work hours change, a new Telework Agreement is not required.

**4. Rate of pay.** Geographic differentials will not be paid if the employee's telework location is not in the same geographic area as the university-provided workplace or if the employee's university-provided workplace is in a location for which a geographic differential does not apply.

**5. Attendance and leave usage.** The Employee's time and attendance will be recorded as performing official duties at the employer provided workplace. The Employee must continue to comply with established office procedures and [BOR Policy and Regulation 04.06](#) for obtaining leave approval.

**6. Travel.** If there is a travel entitlement, it will be based on the position's primary business location or employer provided workplace. All travel reimbursement will be subject to the established University of Alaska Travel regulations and procedures.

**7. Overtime.** Non-exempt employees are eligible for overtime per state and federal regulation. Per BOR Regulation R04.01.051.C.3, non-exempt employees may only work overtime that has been requested and approved in advance. The Employee understands that University of Alaska may take corrective actions if overtime work is engaged in by a non-exempt employee without prior request and approval.

**8. Employee evaluation/performance.** The evaluation of the Employee's job performance will be based on the Employee's position description, norms or other criteria derived from past performance and occupational standards consistent with these guidelines. For those assignments without precedent or without standards, regular and required progress reporting by the Employee will be used to rate job performance and establish standards. The Employee agrees to provide regular reports, if required by the supervisor, to help judge performance. The Employee understands that a decline in performance may result in termination of the Telework Agreement and/or other appropriate corrective action.

**9. Work assignments.** The Employee agrees to complete all assigned work according to department or unit procedures and according to guidelines and standards in the Employee's position description and/or performance plan.

**10. Performance location.** The Employee agrees to limit performance of assigned duties to the employer provided workplace or to the approved alternative work location listed in this agreement. Failure to comply with this provision may result in termination of the Telework Agreement and/or other appropriate corrective action. Change in performance locations shall be made only by execution of a new Telework Agreement, as required under paragraph 1.a. above.

**11. Work space.** The Employee agrees to designate a work space within the Employee's alternate work location for placement and installation of equipment. The work space must be adequate for performance of the Employee's official duties. The Employee shall maintain this work space in a safe condition, free from hazards and other dangers to the Employee and equipment. Employee shall report any work-related injuries, damages, and losses that occur as part of any employee performance efforts at the alternative work location in accordance with applicable University of Alaska policies and procedures.

**12. Business owned equipment.** In order to effectively perform assigned tasks, the Employee may use University of Alaska equipment at the alternate work location with the approval of University of Alaska. University of Alaska owned equipment will be serviced and maintained by the University of Alaska. The Employee is responsible for properly securing and protecting the equipment from unauthorized use, damage, theft and/or loss. The Employee will notify appropriate University IT departments of any University of Alaska equipment or systems failures. Any equipment provided by the Employee will be at no cost to University of Alaska, and will be maintained by the Employee. The Employee will only use software that has been properly acquired for such use by the copyright holder. The Employee agrees to return all University of Alaska equipment to University facilities or designated locations upon conclusion or termination of this agreement.

**13. Security of confidential information.** The Employee agrees that all University-owned data, software, equipment, facilities and supplies must be protected and secured. University owned data, software, equipment, facilities and supplies must not be used to create Employee owned software or personal data. The Employee will apply approved safeguards to protect University of Alaska records from unauthorized use, disclosure, loss or damage. Work done at the alternate work location is considered University of Alaska business. The Employee will notify appropriate University IT department or security staff in the event of any breach, compromise or loss of any University of Alaska records, data, or files. The University may take possession of any work related documents and copy any disks or hard drives containing University related files, irrespective of the ownership of the systems or equipment on which such University related files were created or otherwise stored.

**14. Liability.** University of Alaska will not be liable for damages to the Employee's property that result from participation in a Telework Agreement.

**15. Reimbursement.** University of Alaska will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g. utilities) whatsoever,

associated with the alternate work location. The Employee does not relinquish any entitlement to reimbursement for expenses authorized, in advance, while conducting business for University of Alaska.

**16. Workers' compensation.** The Employee is covered under the Workers' Compensation Law if injured in the course and scope of performing official duties during approved worked hours.

**17. Standards of conduct.** The Employee agrees to be bound by the Board of Regents and University of Alaska policies, regulations and procedures while working at the alternate location. Violation of the foregoing may result in termination of this agreement and the teleworking privilege. Nothing in this agreement precludes the University of Alaska from taking any appropriate disciplinary or adverse action against an employee who fails to comply with the provisions of the telework agreement pursuant to University Regulations as amended from time to time.

**18. Termination of the Telework Agreement.** The University or the Employee may discontinue the telework arrangement for any reason or no reason upon 30 day notice to the other party. Changes to a Telework Agreement in order to react to critical situations which require rapid response are exempt from this 30 day notice requirement. To terminate the agreement, the supervisor or the Employee must notify the department HR Coordinator to start the termination process.

I affirm by my signature below that I have read this agreement, agree to the conditions, and understand its subject matter.

\*

\_\_\_\_\_  
Employee Signature

Additional Employee Comments:

I affirm by my signature below that I approve this telework agreement and understand that any telework assignments outside the state of Alaska will result in additional charges to the department.

I affirm by my signature below that I have denied this telework request.

\*

\_\_\_\_\_  
Approver Signature

Additional Approver Comments:

### AGREEMENT ATTACHMENT (HOURS)

The following work schedule is agreed to in support of the Telework Agreement. These hours are subject to change upon the mutual agreement between the employee and the supervisor without any need to review or modify the Telework Agreement.

Alternate Work Location Time Zone: \*

Day	Start Time (Alaska Time Zone)	End Time (Alaska Time Zone)	Location
Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>
Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>

Employee Comments:

HR DEPARTMENT USE ONLY

Personnel

Data Entry for US Locations:

**PEEMPL**

Location Code: \*

[PEEMPL Location Code List](#)

**PDAEDN**

BDCA Code (State): \*

Deduction Options:

BDCA Code (Local):

Deduction Options:

BDCA Code (Local):

Deduction Options:

Deduction Effective Date \*

NOTES:

\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

HR Accounting

NOTES:

\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SAMPLE