



Remote Work Agreement

This Remote Work Agreement should be used in all instances in which supervisors/deans/directors and vice president have determined that an employee may work remotely.

This Agreement is between Northwest University and the approved employee must be signed and approved by the employee's supervisor and dean/vice president. This Agreement supersedes any prior Remote Work Agreement in place between you and NU (if any). Note that having successfully engaged in remote work previously does not require your supervisor/dean/director or vice president to agree to any future remote work.

- A. We (NU and the signing employee) agree that you will work remote on the following schedule (please be specific, including days and frequency such as each week, every other week, each month, etc.):

You understand that this agreement may be reviewed regularly. Accordingly, NU may alter this schedule or end the remote work agreement at any time in its sole discretion.

- B. You agree to maintain a presence with your Department while working remote. Presence may be maintained in the manner and using the technology, directed by the Department, which remains readily available such as by laptop computer, mobile phone, email, messaging application, videoconferencing, instant messaging and/or text messaging at all times during the times the Department expects or requires you to work. You are expected to maintain the same response times as if you were on campus at NU. You will make yourself available to physically attend scheduled work meetings as requested or required by the Department.
- C. This remote work arrangement will begin on and will remain in effect unless altered or terminated at any time as described in paragraph A above.
- D. While working remote you will work just as if you were on campus at NU and maintain productivity, performance, communication, and responsiveness standards as if you were working on campus. This Agreement does not change the basic terms and conditions of your employment at NU. You will perform all of your duties as set forth in your job description, as well as those additional and/or different duties that the Department may assign from time to time. Further, you remain obligated to comply with all University (as well as the Department's) policies and procedures.
- E. If you are a non-exempt (hourly) employee, you are not to work overtime without prior approval from your supervisor, and you are required to take your rest and meal breaks while working

Employee's Initials: _____

remotely in full compliance with federal, state and local guidelines. You agree to follow such procedures as your supervisor/dean/director may establish to minimize the likelihood of interruptions or delays to your rest or meal breaks in a way that causes a violation of NU policy. You are required to notify your manager within one business day if you believe you were unable to take a rest or meal break in full compliance with the requirements of federal, state or local policy on a day on which you worked remotely.

- F. Employees must establish a consistent and appropriate work environment within their alternate location for work purposes. NU is not responsible for costs associated with the setup and maintenance of the employee's remote office spaces. Employees should not hold business visits or in-person meetings at their alternate work location unless they are traveling and conducting University business. Employees who desire to work outside of our region, will be considered on a case by case basis at the discretion of their supervisor, appropriate vice-president, payroll, and human resources.
- G. The university assumes no responsibility for injuries occurring in the employee's alternate work location, or for liability damages to employee's real or personal property resulting from participation in the remote work program. Workers' compensation coverage is limited to designated work activities during the course of the employees work hours. Workers' compensation does not apply to injuries of any third parties or members of the employee's family on the employee's premises. Employees agree to practice the same safety habits they would use on university property and maintain safe conditions in their alternate work locations. Employees must follow normal procedures for reporting illness or injury.
- H. Employees approved to remote work may continue to use any assigned equipment provided by the department and supplies for business purposes only. Employees should notify Information Technology (IT) immediately of equipment malfunction to schedule repair or replacement. Any damage or theft of the equipment should immediately be reported to IT. University-owned equipment used in the normal course of employment will be maintained and repaired by IT. Employees must return all university-owned property when the remote work arrangement and/or their employment ends.

When employees are approved for a remote work schedule and their position does not require NU equipment, they must be able to provide the necessary equipment to accommodate their remote work request. NU will not assume responsibility for costs of repairs, maintenance, or service.

- I. You agree that effective when you begin working remote under this Agreement, you will be working remote from the following City and State: _____ . You agree to notify your supervisor/dean/director, payroll and human resources in writing within three calendar days of any changes to the City and/or State from which you will be working remote, along with the effective date(s) and duration of such change. Employees are solely responsible for the tax and legal implications of the use of their alternate work location for business purposes and are solely responsible for any IRS, state and local government regulations and restrictions. Additionally, a change in work location may impact your remote work arrangements and employment with NU.
- J. You agree that remote work is not a replacement for child/dependent care.

Employee's Initials: _____

- K. You agree to and understand the full Remote Work Policy in the Employee Manual.
- L. You agree and understand that the availability of remote work as a flexible work arrangement can be modified or discontinued by NU at any time. Additionally, employees or their supervisors can discontinue remote working arrangements at any time. Every effort will be made to give reasonable advance notice of such changes. There may be instances, however, when no notice is possible.
- M. If your approved remote work schedule includes three or more days working remotely and two or less days working in a physical office on the university property, you may be assigned to a common office space that is shared with other individuals rather than have a specific office assigned to you.

This Agreement is subject to all Northwest University policies and procedures. By signing this agreement, you are also confirming you have read, understood, and will comply with all provisions in connection with your employment and remote work arrangement, including but not limited to, General Standards Conduct, Workplace Safety, Lifestyle Standards, NU Statement of Principles, Conflict of Interest and the Anti-Harassment and Discrimination Policy.

You acknowledge that if your supervisor/dean/director and/or vice president deems that the remote work arrangement described in this Agreement is not working effectively or as envisioned, they have the right at any time to adjust or end the remote work arrangement. You supervisor/dean/director and/or vice president will strive to provide at least one week of advance notice of any changes to the remote work arrangement.

I UNDERSTAND AND AGREE TO THIS REMOTE WORK AGREEMENT:

Employee's Dynamic Stamp: _____

REVIEWED WITH EMPLOYEE AND APPROVED BY:

Approved – Supervisor Dynamic Stamp: _____

Approved – Vice President Dynamic Stamp: _____

Comments:

Received – Human Resources Dynamic Stamp: _____

Employee's Initials: _____