

Western Washington University Telework Agreement

Employee Name:

Position Title:

Department:

Supervisor:

Duration:

This agreement is valid beginning (date) and ending (date).

Initial Agreement Template Language:

A probationary meeting review will/will not take place on or around (date) where the employee and supervisor will review the employee's work performance and effectiveness of the telework arrangement. If the supervisor determines that the probationary period was successful, the agreement may continue to the above stated date. At the end of the agreement, the supervisor will conduct another review to determine whether the telework arrangement may be extended or terminated.

Extension Template Language:

At the end of the agreement, the supervisor will conduct a review to determine whether the agreement may be extended or terminated. Termination of the agreement by the University may be made at any time.

Location:

The address of the telework site is:

The employee agrees to provide or use an alternate work site that permits the employee to perform work comparable to that practiced at a typical work station at Western Washington University and complies with the attached safety and security checklist.

Upon reasonable notice, university officials may inspect the home site work station.

Telework Duties:

The employee will perform (check one)

- Limited duties at the telework site (see attached telework job description)
- All duties at the telework site (see attached job description)

Hours of Work:

The employee will work a total of # hours per day/week from the telework location. All remaining hours (if applicable) will be performed from the employee's university office site.

During the duration of this agreement, the employee's weekly schedule will be (include days/hours and university office site schedule if applicable):

Terms and Conditions of Employment:

Per the Teleworking Policy, all terms and conditions of employment apply regardless of where the work is performed. This includes, but is not limited to, pay/salary, benefits, attendance requirements, position duties and performance standards, and adherence to University and department policies and procedures and employee contracts/handbook.

Supply of lighting, electrical service, and appropriate surrounding physical conditions are the responsibility of the employee. It is expected that the employee will provide reasonable care and good judgment in the organization, operation and maintenance of the work station and immediate surroundings to assure good working conditions and preservation of the well being of the employee.

Equipment/Services/Supplies:

The supervisor, prior to purchase or installation of University owned equipment, furniture or supplies, must pre-authorize any costs. Any and all purchasing will follow the guidelines outlined by the University's Purchasing Department. The department may provide standard office supplies.

The employee will be responsible for providing furniture and equipment at the telework site, unless otherwise specified below.

Western Washington University will provide the following equipment/services/supplies, which is to be dedicated exclusively to WWU activities (see Sample Telework Equipment Checklist):

Description	ID #	Costs	Paid By Dept or Employee?
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

The employee agrees that he/she understands how to, and is able to, assemble/disassemble the PC and all other work station components supplied by Western Washington University, to safely carry and transport individual components in order to bring such components to campus or other authorized location for service, repairs, or recall as needed.

The employee agrees to take full responsibility for all equipment and materials provided by Western Washington University. The employee agrees to return all University owned equipment and supplies in good condition, aside from the normal wear and tear, when requested.

All equipment and supplies including computer hardware and software furnished by Western Washington University and all copies thereof are the property of Western Washington University. The employee agrees not to sell, lease, assign, transfer, or otherwise make available to any third party.

Reimbursement:

The University will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g. utilities) whatsoever, associated with the use of the employee's residence. Reimbursable expenses, long distance phone or ISP costs, and use of office supplies, will be negotiated between the department and the employee. Reimbursement for authorized expenses will follow University and state accounting policies.

Communication:

The employee agrees to be as accessible as their on-site counterparts during scheduled telework hours by telephone, pager, or email. The employee understands that Telework does not prevent him or her from the obligation to attend office meetings as required or needed.

Daily communication between employee/supervisor, employee/co-workers and employee/customers will be made in the following manner:

Safety/Inspections:

If working from home, the employee will complete a Self-Certification Safety Checklist, to certify that the home is in compliance with safety guidelines (to be attached to Agreement). The employee agrees to maintain safe work conditions in the off-site workspace and to practice the same safety habits as at the office on University premises. The University reserves the right to conduct a site visit to the alternate workspace to determine that it is safe and free from hazards. Any inspection will occur within normal work hours and with 24 hours notice to the employee.

Liability:

Western Washington University will not be liable for damages to employee property that occur while teleworking.

Worker's Compensation:

The employee is covered under the Worker's Compensation Law for injuries suffered arising out of and in the course of performing official duties at the Telework location during the set work hours, but must immediately inform his or her supervisor and the Claims Manager in the Environmental Health and Safety department.

Work Assignments:

The employee will meet with the supervisor on a regular and on-going basis to receive specific assignments and duties, to identify measurable outcomes and/or results and to review work in progress as well as completed work. The employee is to complete all assigned work according to work procedures mutually agreed upon by the employee and the supervisor according to standard operating procedures.

Security of Data/Equipment:

The employee will apply approved safeguards to protect University data and equipment from unauthorized disclosure or damage and will comply with the public recordkeeping requirements. Work done at the telework work site is considered official State business. All records, papers and correspondence must be safeguarded for their return to the official location. Release or destruction of any records should only be done at the official location according to appropriate regulations. Computerized files are considered official records and shall be similarly protected.

Please list systems/programs the employee will need:

Description of System/Program	Costs	Paid By Dept or Employee?
	\$	
	\$	
	\$	

Termination of Agreement:

At the discretion of the University the employee may be directed to immediately return to the official work site. Management has the right to terminate the telework agreement for any reason.

