



## Alternative Work Agreement: Telecommuting and/or Flextime Request

(two-page form)

Please submit completed form to Human Resources ([hrbp@memphis.edu](mailto:hrbp@memphis.edu)).

### Employee Information

Name: \_\_\_\_\_ Oracle #: \_\_\_\_\_

Position Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

Classification:     Faculty     Staff     Temporary     Student Worker     Other \_\_\_\_\_

FLSA Status:     Exempt (Monthly Paid)     Non-Exempt (Biweekly Paid)

Agreement Begin Date: \_\_\_\_/\_\_\_\_/\_\_\_\_    End Date: \_\_\_\_/\_\_\_\_/\_\_\_\_    *Not to exceed one semester for faculty & 12 months for staff.*

This request is for:     Telecommuting Only     Flextime Only     Both Telecommuting & Flextime

Detailed Reason for Request (attach additional pages if necessary):

### Telecommuting Information (if work location is changing) – COMPLETE THIS SECTION ONLY IF REQUESTING TELECOMMUTING

Telecommuting Site: \_\_\_\_\_  
Address
City
State
Zip

If there are any functions of your job description that cannot be performed remotely, please list below.

The University will provide the following equipment:

### Flextime Information (if work hours are changing) – COMPLETE THIS SECTION ONLY IF REQUESTING FLEXTIME

#### DESCRIBE YOUR CURRENT AND PROPOSED SCHEDULE (applies to staff only):

	Current Work Schedule (Include Start & Stop Times)	Proposed Alternative Work Schedule (Include Start & Stop Times)
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		
<b>Total Hours</b>		

## Agreement Information

By signing this Alternative Work Agreement, referred to as Agreement, the employee understands and agrees with the conditions listed below. If the arrangement does not meet the operational needs of the department it can be discontinued at any time at the discretion of the supervisor. The employee:

- Must adhere to the approved Agreement; any changes must go through the approval process. The supervisor may also occasionally make adjustments to the Agreement with reasonable notice of the change, whenever possible.
- Will remain accessible and productive during scheduled work hours.
- Will maintain satisfactory performance standards and will be evaluated in the same manner as when working at the central work location and/or normal business hours.
- Will record time and attendance in the same manner as when performing official duties at the central workplace and/or normal business hours.
- Will obtain supervisory approval before taking leave in accordance with University policy and established departmental procedures.
- Will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care.
- Will report to the employer's work location as necessary upon directive from supervisor.
- Will communicate regularly with his/her supervisor and co-workers, which may include a weekly written report of activities, if requested by the supervisor.
- Will comply with all University of Memphis policies, procedures, practices and instructions in the same manner they apply when working at the central work location and/or during normal business hours.
- Will maintain a safe and secure work environment at the remote location at all times (if applicable).
- Will allow the University access to the remote work location for purposes of assessing safety and security, upon reasonable notice by the supervisor, as necessary (if applicable).
- Will report any work-related injuries to his/her supervisor immediately as required by Workers' Compensation regardless of work location and/or work hours.
- Agrees that any University-owned equipment provided will be serviced only by the University. If the employee provides the equipment, he/she is responsible for servicing and maintaining such equipment.
- Agrees that University-owned equipment will not be used by anyone other than the employee for business-related work only and understands that all equipment and resources provided by the University shall remain the property of the University at all times.
- Agrees to protect all University equipment & resources from theft or damage and to report theft or damage to his/her supervisor immediately.
- Understands that neither the University nor the State will be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the use of the employee's residence or other remote work location while performing official University duties remotely (if applicable).
- The employee also understands that his/her personal vehicle will not be used for University business unless specifically authorized by the supervisor.
- Agrees to comply with the University of Memphis policies, procedures and expectations regarding information security and is expected to ensure the protection of proprietary University & vendor information as well as employee & student information accessible from their remote location.
- Understands that all terms and conditions of employment with the University remain unchanged, except those specifically addressed in this Agreement.
- Understands that management retains the right to modify this Agreement on a temporary or permanent basis for any reason and at any time.
- Understands that if he/she fails to comply with the Agreement, he/she may be returned to the standard work location/schedule and may also be subject to disciplinary action.
- Agrees that in case of employee's separation from the University, all University equipment and resources (e.g., ID, keys, etc.) will be returned to the University within two working days of the separation date.

*I have read and agreed with the terms specified above.*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Approvals

### **SUPERVISOR:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **DEAN, DIRECTOR OR DEPARTMENT HEAD:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **VICE PRESIDENT/DIVISION LEADER:**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_