

TELEWORK AND FLEXTIME AGREEMENT

Memorandum

To (employee's name):

From (supervisor's name):

Date:

Department:

RE: Telework and Flextime Agreement

This memorandum shall serve as an agreement between the employee named above and the Department above through which the employee will be allowed to utilize telework or flextime arrangements to perform the duties and responsibilities of his/her position. This agreement shall be referred to as the "telework and flextime agreement" and is authorized by the department on a) a trial basis, or b) for the period designated below. As the employee approved for a telework or flextime arrangement, it is important for you to understand that we, as the employer, may change any of the conditions or requirements of the telecommuting agreement at any time during the period of the agreement. Also, Georgia Southern University management reserves the right to cease this arrangement altogether at any time.

1. DURATION:

This agreement will be valid beginning on _____ and ending on _____. **(Not to exceed 90 days, but renewable in 90-day increments.** Prior to the end of the of the period, or at any time during the telecommuting period, both parties will participate in a review, which can result in the reactivation or termination of the agreement.

Type of Telework/Flextime Arrangement Covered by this Agreement (check all that apply):

Flexible Work Schedule (Flex Time)

Alternative Worksite (Telework)

Other:

Schedule/hours agreed upon and location:

Day	Start Time	Lunch Period	End Time	Total Hours	On Site (x)	Off Site (x)
Sunday					<input type="checkbox"/>	<input type="checkbox"/>
Monday					<input type="checkbox"/>	<input type="checkbox"/>
Tuesday					<input type="checkbox"/>	<input type="checkbox"/>

Wednesday					<input type="checkbox"/>	<input type="checkbox"/>
Thursday					<input type="checkbox"/>	<input type="checkbox"/>
Friday					<input type="checkbox"/>	<input type="checkbox"/>
Saturday					<input type="checkbox"/>	<input type="checkbox"/>
Notes:						

2. OUTLINED DUTIES:

The supervisor must outline what duties and responsibilities can be performed under this agreement, as well as the ones that must remain in a traditional work arrangement. As a reminder, reassigning work to another employee is not an acceptable replacement for an employee to be at the primary work site to complete work.

A. Duties eligible to be performed under the above outlined arrangements (list specific duties that may be performed through telework or flextime).

B. Duties not able to be performed under the above outlined arrangements (list specific duties that must be performed at the primary work location or during the University’s regular working hours).

3. WORKING LOCATION (if Telework is selected above):

As an employee approved for telework, you agree to maintain an office or adequate workspace at your residence located at (address) _____. This office location will be considered your flex place work location. Unless your work location is specified in your official campus job description as being regularly assigned to a remote location/site, you will not be reimbursed for mileage associated with traveling to the main campus.

4. WORKING HOURS AND LEAVE (if Flex Time is selected above):

You agree that work hours will conform to the terms agreed upon by Employee and Georgia Southern University. If you are subject to mandatory overtime, you agree to obtain advance supervisory approval before performing overtime. Working overtime without such approval may result termination of the flex time option and/or appropriate action. You agree to obtain advance supervisory approval before taking leave. If the agreement results in a fulltime staff member regularly working more than 8 hours a day (ie – four 10 hour days) or regular work on the weekends, the supervisor must submit a ticket to adjust the employee’s schedule in the payroll system so that leave is reported correctly.

5. PHYSICAL HOME OFFICE SPACE, LIABILITY (If Telework is selected above)

You agree to have a designated work area at the agreed upon location for a telework option. If there are any injuries while you are working, the workers’ compensation coverage will be limited to occurrences in the designated workspace (or during work-related travel). Also, if such an injury were to occur, it will be investigated in accordance with the standard workers’ compensation procedures promulgated by the Georgia Department of Administrative Services (DOAS).

If there is an illness or injury, which is a result from the condition of this home office arrangement, Georgia Southern University is released from any possible liability.

Georgia Southern University will not be liable for damages to the employee’s property that results from participation in this agreement.

Georgia Southern University will not be responsible for visitors or family injured at the alternative work site. Under the terms of this agreement, you are responsible for setting up an appropriate work environment within the agreed upon location. Georgia Southern University will not be responsible for any cost associated with the setup of a home office. Upon your request, Georgia Southern University will consult with you on any modifications or requirements to operate Georgia Southern University owned equipment at the home office.

You will be required to provide us with a statement at least 10 working days prior to the start of this agreement to confirm that you have met the reasonable standards to include health and safety requirements (including an ergonomically sound workstation) and promise to maintain it in the condition for the duration of the telework period.

5. TELEPHONE/COMPUTER/NETWORK & EQUIPMENT ACCESS & USE (If Telework is selected above)

As an employee approved for telework or flextime arrangements, you agree and understand that you will be expected to be accessible by telephone and thus will maintain a telephone line that can be used for phone calls at your own expense if this agreement is for telework. To the extent possible, personnel at an institution’s primary location will call you to minimize long distance expenses for you, but you agree and understand that there may be times when you will incur telephone charges in the performance of your duties and will do so at your own expense, without expectation of reimbursement.

Access to the information technology network and other applicable technology will be set up in accordance with Georgia Southern University policy.

Option 1: During the period of this telework/flextime agreement, the Department will provide you with equipment for your use in carrying out the duties and responsibilities of your position. You are authorized to use this equipment and the network access referenced above in accordance with all applicable institutional computer use and information technology policies. Failure to adhere to institutional computing and IT use policies may result in revocation of use privileges,

revocation of this agreement, and possibly termination of employment. You will be required as a condition of employment to maintain internet access from your home office.

The specific list of equipment provided to you for use under this agreement includes:

Authorization for Off-Campus Use of Equipment must be completed and approved for any equipment provided under this agreement prior to removal of state property from the regular work site.

It will be your responsibility to ensure the appropriateness and safety of the equipment at all times. The equipment must be protected against damage and unauthorized use. Georgia Southern University owned equipment will be serviced and maintained by Georgia Southern University, which may require you to return the equipment to campus periodically. Equipment provided by the employee will be at no cost to the Georgia Southern University and will be maintained by the employee. You agree not to use Georgia Southern University owned equipment for personal purposes. The employee will be responsible for any costs associated with internet service.

Option 2: During the period of this telework/flextime agreement, you will be expected to provide your own internet accessible computer and printer to support your work activities. You will be required as a condition of employment to maintain internet access and equipment at your own expense. The employee will be responsible for any costs associated with internet service.

6. GENERAL EXPECTATIONS

- **ENGAGEMENT WITH COLLEAGUES AND SUPERVISORS:** Under this agreement, you may be required to engage with colleagues, supervisors, students, etc. over teleconferencing software. It is reasonable that you be expected to utilize a web cam during these meetings in order to more fully engage in the conversation and interaction. You should be mindful of the environment in which you engage in these interactions and, if necessary, utilize an appropriate virtual background or other physical backdrop.
- **TIME REPORTING:** Under the terms of this agreement, you are approved to work based on the above chart. On the days you are approved to telework (if applicable), you are expected to be productive and actively engaged in work *at least* 8 hours, or as agreed upon above, while working from your home office during this telework period. If you are an exempt employee (paid monthly), your monthly leave report showing any leave taken will be turned in as normal on the last working day of the month. If you are a non-exempt employee (hourly paid), your weekly time sheet showing all hours worked (selecting the telework code) must be completed on Monday mornings, by 8 a.m. for the preceding week. You must obtain supervisory approval within a timely manner before taking leave in accordance with established office procedures and institutional policy. Please continue to submit your leave requests in the payroll system.
- **WORKING OUTSIDE AGREED UPON ARRANGEMENTS:** When necessary, we may inform you in person, via email or telephone of an office meeting that will require your presence on campus or to otherwise work outside your schedule outlined above for meetings, training, etc. We will do our best to give you at least 24 hours' notice but shorter notice is possible and acknowledged. As such, should you have a temporary alteration of the agreed upon terms, you must notify your supervisor in writing and obtain approval of that temporary arrangement. The terms of this agreement or any temporary alterations to it are not intended to replace the use of leave as appropriate and defined by University policy.
- **WORK PRODUCTIVITY AND PERFORMANCE:** As an employee approved for telework or flextime, you agree and understand that this requires that you be able to devote 100% commitment to working during the agreed upon work

hours specified above and that you will make arrangements to ensure that household duties, including child care, do not interfere with work time or are not conducted or performed during the agreed upon work time.

- **WORK ASSIGNMENTS:** You will receive your work assignments by corresponding with your immediate supervisor on a daily basis at the beginning of the workday or as necessary during the day, and/or by picking up assignments at your campus office. Work assignments may also be communicated by phone or sent by mail. If there are any questions or concerns about your assignments, you are expected to inform your immediate supervisor of them at the time of receipt.
- **POLICIES:** During the period of this agreement, the employee agrees that he/she shall be covered by all Georgia Southern University policies and procedures surrounding employment. The dates shown in the duration section are not to be construed as a contract and do not guarantee continuation of employment during the period.
- **OTHER ACTION:** Nothing in this agreement precludes Georgia Southern University from taking any appropriate disciplinary or adverse action against Employee if Employee fails to comply with the provisions of this agreement or terms and conditions of employment.

7. CURTAILMENT OF THE AGREEMENT:

The employee’s supervisor or unit head may terminate participation in this agreement at any time. Management also reserves the right to remove the employee from the program at any time. ***Upon reasonable notice of not less than seven (7) working days,*** the employee will be expected to report for work at the primary departmental office location or other location as assigned by the supervisor.

The employee agrees to limit performance of officially assigned duties to the work location specified in paragraph 2. Failure to comply with this provision may result in termination of the Telework/Flextime Agreement, and other appropriate disciplinary action.

We look forward to working with you on this agreement and will appreciate any input from you during this process on how we may assist you and our office with ensuring that you are productive and able to meet job expectations under this agreement.

I accept the terms and conditions of this agreement, as provided to me by the employer. I understand what is expected of me during the period of this agreement. If there are any concerns regarding this arrangement, I will immediately alert my supervisor, for clarification and resolution.

Employee Name (Print):

Employee ID:

Employee (signature)

Date

Supervisor (signature)

Date

Vice President or Designee (signature)

Date