

## COVID-19 Employee Telework Plan and Agreement Form

This document is intended to ensure that both the supervisor and the employee have a clear, shared understanding of the employee's telework arrangement during this Coronavirus disease (COVID-19). Each telework arrangement is unique depending on the needs of the position, supervisor, and employee. The employee is obligated to maintain a safe, hazard-free work location during the temporary telework period.

This agreement between the University of North Carolina Pembroke (UNCP) and the employee, referenced below, allows the employee to begin working remotely effective as of the date of this agreement and is in effect until modified or rescinded by the university or employee, or until the current State of Emergency declared by Governor Cooper on March 10, 2020 (Executive Order 116) is rescinded.

### Employee telework information

Employee Name / Telework contact #:		
Banner ID:		
Job Title:		
Department/Division:		
Immediate Supervisor / Contact #:		
Location where telework will be performed:		
<b>Telework arrangement effective dates:</b>	<b>Begin (mm/dd/yyyy)</b>	<b>Projected End (mm/dd/yyyy)</b>

### Teleworking and office schedule

Day of week	Daily work hours	Location: T=Teleworking; O=Office
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

## Job duties / Work assignments

The general expectation for a telework arrangement is that the employee will effectively accomplish regular job duties, regardless of work location. If there are telework-specific job duties and/or expectations, specify in the box below, or enter N/A.

Please enter telework-specific job duties and/or expectations here: *Example: Telecommuting will be intermittent; In-person attendance at departmental meetings is expected, etc.*

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## Telework arrangement modification

Department Head/Manager/Supervisor may end this telework arrangement based on business need or employee job performance at any time. Employees must maintain communications with the office during teleworking hours, to include email, voicemail, telephone forwarding and other options as directed by supervisor.

## Equipment and technology access

The university and the employee agree to work together to ensure that the alternate worksite is safe and ergonomically suitable. In the event of equipment failure or service interruption, the employee must notify the university immediately to discuss alternate assignments or other options. As a teleworking employee, you are responsible for ensuring that the designated workspace you are proposing is adequately equipped and complies with university guidelines. You will adhere to the DoIT policies for using university IT equipment and connecting to the university's resources for work purposes. University documents and/or data that may be sensitive in nature or confidential must be kept secure and remain confidential. You may not share your university password(s) with anyone, including family members.

## Policies and procedure acknowledgement employee initials

I understand and accept primary responsibility for my own safety within my remote work location and I agree to abide by all safety rules as if it were located on the campus of UNCP.

Please initial below:

I have read and understand UNCP's Human Resources' COVID-19 Telework Plan and Agreement	
I have read and understand <a href="#">POL 08.00.05 - Acceptable Use Policy</a> and <a href="#">POL 08.00.03 - Network Management and Usage Policy</a>	
I have read and agree to comply with UNCP's Covid-19 teleworking guidelines.	

**Terms of Agreement:**

- The employee agrees to temporarily work remotely in accordance with their normal work schedule unless modified by the supervisor. This agreement is a short-term measure and will be reviewed continuously during the period of the State of Emergency or until otherwise notified.
- Compensation and benefits will not change as a result of this agreement except as defined by the terms of the Pandemic and Communicable Disease Emergency Policy. The employee will continue to maintain an accurate record of time worked. The total number of hours worked will not exceed the current schedule unless directed by management.
- The employee will maintain productivity, performance, communication, and responsiveness standards as if they were onsite. This Agreement does not change the basic terms and conditions of employment. The employee remains obligated to comply with all state and UNCP policies and procedures.
- The employee agrees to follow all information security policies and procedures established by the university.
- All materials remain the property of UNCP. The department will ensure that materials, equipment, and other items provided for use in a remote work environment comply with safety standards. The employee will return all property to the university at the end of this agreement.
- UNCP’s liability for job-related accidents will continue to exist during the employee’s approved remote work hours. The employee will report injuries immediately to their supervisor.

**My signature below indicates I have read and understood and will comply with the terms and conditions of this Agreement.**

Employee’s Signature	Supervisor’s Signature	Division Head’s Signature (if required)
Date	Date	Date

The original copy is preferred and may be submitted through interoffice mail or delivered to the Office of Human Resources in Lumbee Hall, 3rd Floor, Room 347. A scanned copy is also acceptable by email at [HR@uncp.edu](mailto:HR@uncp.edu).