

## University of Health Sciences and Pharmacy in St. Louis

### Remote Work Assignment and Agreement

This agreement confirms the remote work arrangement between the Department of \_\_\_\_\_ and \_\_\_\_\_ (employee), (job title), consistent with the University's Remote Work Policy, the terms and conditions of which are incorporated into this agreement.

1. By signing this agreement, the employee certifies that s/he has reviewed, understands and agrees to abide by the University's Remote Work Policy, including but not limited to specific provisions addressing:
  - suitability of work that can be done remotely, including requirements to be in person as critical personnel, certain meetings, etc.
  - work hours, tracking time worked if non-exempt, accessibility at work and performance expectations
  - use and responsibility for University owned equipment, software and other resources
  - establishing a work space
  - safety and ergonomics
  - work related injuries
  - confidentiality of information and data
  - intellectual property
  - securing dependent/child care during work times
  - revocability of the agreement
  - other matters that may arise in the future

It is further agreed that:

2. Terms of Employment. The employee understands this Remote Work Assignment and Agreement is not a contract of employment between the University and the employee and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. The employee remains obligated to comply with all University rules, policies, practices and instructions that would apply if the employee were working at the regular University worksite. Work products developed or produced by the employee while remotely working from home remain the property of the University.

Work hours, compensation and leave scheduling while remotely working must continue to conform to applicable University policies.

3. Length of Commitment & Termination. This remote work arrangement will begin on \_\_\_\_\_ and continue until \_\_\_\_\_ or until ended by the employee or the University. Should the employee wish to terminate the remote work arrangement, the employee agrees to provide a minimum of two weeks' advance written notice to the University.

Continuation of the agreement is subject to review for the business and productivity effectiveness of the arrangement and may be revoked at the sole option of the University at any time. There will be an evaluation by the supervisor 30-days into the agreement to evaluate its effectiveness.

4. Remote Work Assignment, Accountability, Performance Measurement Agreement. A signed Remote Work Assignment Summary (detailing the employee's remote work assignment, performance and communications expectations and work schedule) must be attached to and is incorporated into this agreement.

The employee agrees to stay current on department and work group events and facilitate communication with students and co-workers who may be affected by the employee's remote work arrangement. The employee also agrees to keep the supervisor informed of progress on work assignments worked at the alternate work site and any problems encountered while working remotely. Employee agrees to structure his or her time to ensure attendance at required meetings as designated by the supervisor. The supervisor agrees to facilitate communication within the work group.

5. Equipment, Equipment Insurance, Office Supplies and Property. When the employee uses personal equipment, supplies and furniture, the employee is responsible for maintenance and repair of these items at his/her own expense unless other arrangements have been made in advance and in writing with the supervisor. The University assumes no responsibility for any damage to, wear of, or loss of the employee's personal property.

University owned resources may only be used for University business. The employee is responsible for ensuring all items are properly used. Depending on the circumstances, the employee may be responsible for any damage to or loss of University property.

The employee agrees to take reasonable steps to protect any University property from theft, damage or misuses. This includes maintaining data security and record confidentiality to at least the same degree as when working at the regular University worksite. All FERPA, HIPAA and other compliance policies and procedures, including those for handling the physical and electronic security of Protected Health Information (PHI), remain in effect as if the employee were working at the regular University worksite and will be provided to the employee. The employee must complete refresher HIPAA training before being approved to work from home with PHI. The employee may not duplicate University- owned documents without permission and will comply with the licensing agreements for use of all software owned by the University.

The employee agrees to return in good working order and in a timely fashion all University- owned items used at the alternate worksite upon request or if the Remote Work Assignment and Agreement is discontinued for any reason. If legal action is necessary to regain possession of University-owned property, the employee agrees to pay all costs of suit incurred by the University, including reasonable attorneys' fees; in such circumstances, the University also reserves the right to deduct the cost of any unreturned University property from the employee's final paycheck.

6. Remote Work Site Safety and Ergonomics. The employee is responsible for maintaining the remote work worksite in a manner free from health or safety hazards that could endanger the employee, his/her family or others. The employee must complete ergonomics training.

The employee is responsible for notifying the supervisor immediately about any safety or ergonomic concerns at the remote work site. Health or safety hazards at the remote work site may result in immediate suspension of the remote work arrangement.

The employee will be covered by workers' compensation for job-related injuries that occur in the course and scope of employment while remotely working. The employee must report job-related injuries to his or her supervisor as soon as possible and seek treatment from medical care providers consistent with University policy. In the event of such injury, management reserves the right to inspect the worksite

and make appropriate recommendations. Workers' compensation will not apply to non-job-related injuries that might occur in or outside the home. The employee remains liable for injuries to third parties and/or members of the employee's family on the employee's premises.

7. Signature. Signing this agreement means that it has been reviewed and agreed upon by the employee, Supervisor, Human Resources and Department Head.

Employee's signature	Date
Supervisor's signature	Date
Human Resources signature	Date
President's Staff Person's signature	Date

**Attachments:** Remote Work Assignment Summary

**Distribution:** Original: Department Personnel File

Copies: Employee, Supervisor and Human Resources



<p>What are the communication expectations while the employee is working remotely: Times of availability, timeliness of response, systems to be used?</p>
<p>Itemize the equipment, software, supplies, data or furniture the employee will need at the remote work site. Specify which of these items the department will provide and which the employee will provide.</p>
<p>What support services (e.g., troubleshooting equipment problems) will the employee need at the remote work site and how will these be provided?</p>
<p>What will be done to ensure the security of the equipment, software, supplies, data and property?</p>
<p>In the event of equipment failure, how will “down time” be handled? (e.g., employee will perform assignments that do not depend on equipment; time will be made up within the week or charged to an appropriate leave balance; etc.)</p>
<p>What records will the employee keep at home and how will they be handled?</p>

Employee’s Signature	Date
Supervisor’s Signature	Date