

Georgia State University  
Remote Work Agreement

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Employee Title: \_\_\_\_\_

Department Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Remote Work Start Date: \_\_\_\_\_ Remote Work End Date: \_\_\_\_\_

Remote Workdays: \_\_\_M \_\_\_T \_\_\_W \_\_\_Th \_\_\_F \_\_\_S \_\_\_Sun

Remote Work Hours (if different than normal University hours): \_\_\_\_\_

Address of Remote Work: \_\_\_\_\_

**Conditions of Remote Work Agreement**

If your request is approved, you are agreeing to the following terms and conditions

**Duration**

This Remote Work Agreement is limited to no more than 12 months, and may be extended in up to 12 month increments. This Agreement may be terminated by you or your supervisor by providing written notice a minimum of 14 calendar days in advance. The decision to discontinue, temporarily suspend or alter this Agreement will not serve as a basis for a grievance.

**Conditions of Employment**

Nothing in this Agreement shall be construed to modify or alter your employment responsibilities, expectations or status other than as specifically provided in this Agreement. You will perform all of the duties and responsibilities as set forth in your job description, as well as those additional and/or different duties that your supervisor may assign from time to time. You are required to comply with all University policies and procedures, as well as applicable unit policies and procedures as if you were working on campus.

**Performance Expectations and Work Hours**

While working remotely, you will maintain productivity, operational efficiency, customer service and team collaboration. You agree to consult with your supervisor, through mutually agreed-upon mode(s) of communication to receive or review completed assignments. Work deliverables are the same as if you were working on campus. In addition, regular coaching and feedback reviews with your supervisor are expected to occur. It is your responsibility to give accurate and up-to-date information to your supervisor, team members, customers and other business contacts, regarding

work location and hours so that you are accessible. You must also record your time, as appropriate, based on your exemption status in the appropriate timekeeping system. Requests for overtime, vacation, sick leave, or change of work schedule will be approved in accordance with University policies and procedures.

### **Training and Meetings**

Certain meetings are mandatory and will require you to be present on campus. Reasonable notice of upcoming meetings will be given. If a face-to-face work group meeting is necessary, it is your responsibility to attend the meeting at the campus location. For local travel, you incur all costs associated with this arrangement including, but not limited to, travel, lodging and meals.

### **Insurance, Health and Safety**

You will provide and maintain a designated office or adequate workspace at the remote work location. If there are injuries while you are working, the worker's compensation coverage will be limited to occurrences in the designated workspace. Also, if such an injury were to occur, it will be investigated in accordance with the standard worker's compensation procedures promulgated by the Georgia Department of Administrative Services (DOAS). You are responsible for immediately informing your supervisor of any potential work-related injuries.

The University will not be liable for damage to your property that results from working remotely. The University is not responsible for visitors or family injured at your remote work location. You agree that you will not have business guests at your remote work location.

### **Equipment**

You certify that you have the appropriate equipment, software and connectivity to adequately complete your duties at your remote work location. All University equipment used in remote working is to be inventoried by your department using the Off-Campus Equipment Use Form.

You will maintain all University equipment in good working condition and use it only for performing job responsibilities. Software used by you is subject to the same University restrictions on duplication and unauthorized use of software used in the office. University equipment is for University-related work only. You may not use University equipment for unlawful purposes, for work for other employers or for personal financial gain. Other persons are prohibited from use of University equipment.

Any hardware or software purchased by the University remains the property of the University and must be returned to the University upon request. Equipment no longer used by you must be returned in a timely manner. Equipment provided by the University will be maintained by the University. You will be required to bring, or send if you are not local, your University-owned

machines to campus for servicing. The University assumes no responsibility for repair, maintenance or replacement of personally-owned equipment used for working remotely.

The University may terminate this Agreement if there is an inability to deliver work due to technology limitations of the remote work location.

Upon resignation or termination of this Agreement, you agree to return the equipment in good working order and in comparable condition as when received.

### **Data Security**

You agree to assume complete responsibility for safeguarding all University-owned equipment to include computer hardware/software, and maintaining confidentiality and security of data and information while working remotely, including complying with all related policies and agreements.

### **Remote Work Location Visits**

The University reserves the right to visit the employee's remote work location during work hours if necessary. Supervisors must have the employee's permission to enter the employee's remote work location if the work site is private property.

The University may remove any University-owned equipment, materials, working papers, official or working documents from the remote work location. This includes University owned computer hardware and software.

### **Reimbursements and Telecommuting Expenses**

You are responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities, telephone service, internet fees, furniture costs) associated with the remote work location.

You will be reimbursed only for authorized or pre-approved expenses incurred while working for the University as provided in University policies.

You must obtain supplies (paper, pens, printing supplies, etc.) through your University department and only supplies that are regularly stocked will be available. You will not be reimbursed if supplies are obtained elsewhere. Expenses not specifically covered in this Agreement will be dealt with on a case-by-case basis, taking into account the reasonableness of the expense and the department budget for the program/project(s). You cannot be assured of reimbursements for expenses not approved in advance.

### **Domestic Care**

During established work hours at the remote work location, you agree that family care demands shall not compete with work except in the case of an emergency when the applicable leave option will be used. Remote work will not be a substitute for family care demands.

### **Tax Liability**

The tax implications of working remotely are entirely your responsibility. You are encouraged to seek professional advice in this area.

### **Signatures & Attestation**

By signing below, I am requesting a remote work arrangement. I confirm that the information provided in my request is accurate. I understand that if my request is fully approved, this document serves as a Remote Work Agreement. I understand that this Agreement is not an employment contract and may not be construed as such. If any information changes, it is my duty to inform my supervisor and to initiate the completion of an updated Agreement. I have read and understand this Agreement, and I agree to the duties, obligations, responsibilities and conditions described herein.

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Employee Signature

Date

*The signatures below indicate an approval of your remote work request:*

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Manager Signature

Date

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Next Level Manager Signature (if applicable)

Date

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Dean/VP Signature

Date

\*Necessary when remote work will be outside Georgia or for exceptions to the Remote Work Policy.

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Associate Vice President Human Resources

Date

\*Necessary when remote work will be outside Georgia or for exceptions to the Remote Work Policy.