**REMOTE WORK AGREEMENT**

This Remote Work Agreement (“Agreement”) entered into by and between Messiah University and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(“EMPLOYEE”) sets forth the terms and conditions for an arrangement for EMPLOYEE to perform work at an alternate work site and for a specified period of time. This Agreement begins on \_\_\_\_\_\_\_\_\_\_\_\_\_(DATE) and continues until \_\_\_\_\_\_\_\_\_\_\_\_\_(DATE) unless otherwise terminated. The University reserves the right to modify or terminate this Agreement at any time in its discretion. Where justified under the circumstances, the University and EMPLOYEE agree to provide each other at least fifteen (15) days written notice prior to terminating this Agreement.

1. Days and hours when the employee is normally expected to be on site are:

[SPECIFY: DAYS AND HOURS]

1. Days and hours when the employee is normally expected to be working remotely are:

[SPECIFY: DAYS AND HOURS]

1. The alternate work site is:

[SPECIFY: ADDRESS]

1. Duties and assignments authorized to be performed at this alternate work site are:

[SPECIFY: DUTIES]

*Please note: the supervisor has the right to assign work as necessary at any work site*.

1. Recognizing that regular and effective communication are essential for this Agreement to be successful, the following methods and times of communicating are mutually agreed upon:

[SPECIFY: Who, when, how often, during what time frames, how (e-mail, phone, in-person, ZOOM, etc.)]

1. EMPLOYEE agrees to remain consistently accessible and available during designated work hours and understands that the University retains the right to modify this Agreement as it sees fit based upon the University’s business needs. \_\_\_\_\_\_\_\_\_\_
2. Regarding materials, supplies, and set-up, the following is agreed upon:

[SPECIFY: Provision of supplies, reimbursement of telephone calls, etc.]

1. EMPLOYEE agrees to use the University's property (equipment, records, materials, supplies, etc.) for University business only and to protect such property against any unauthorized or accidental access, modification, destruction, use or disclosure. EMPLOYEE further agrees to report to the supervisor instances of loss, damage, and or unauthorized access or use as soon as possible. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. EMPLOYEE further agrees to secure University proprietary data and information, including the use of safety measures such as encrypted email and password protected files. EMPLOYEE agrees to meet with ITS prior to the start of any remote work to review all of the necessary measures required for properly securing University data while working remotely. \_\_\_\_\_\_\_\_\_\_\_\_\_
3. EMPLOYEE understands that all equipment, records, materials and supplies provided by the University shall remain the sole and exclusive property of the University and must be returned to the University no later than fifteen (15) days following the termination of this Agreement for any reason. \_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. EMPLOYEE agrees to maintain a safe and secure work environment and agrees to allow the University reasonable access to assess safety and security, upon advance notice. In addition, EMPLOYEE agrees that EMPLOYEE’s homeowner’s insurance policy shall be amended to cover any damage or loss to University equipment.\_\_\_\_\_\_\_\_\_\_\_\_\_

[SPECIFY: Insurance policy covering University property]

1. EMPLOYEE agrees to report any work-related injuries to the supervisor as soon as possible. EMPLOYEE further agrees to hold the University harmless for any injury to others at an alternate work site. \_\_\_\_\_­­­\_\_\_\_\_\_
2. EMPLOYEE understands that he/she is responsible for any tax consequences, if any, of this Agreement and for compliance with any and all state and local zoning regulations. \_\_\_\_\_\_\_\_\_\_\_\_\_
3. EMPLOYEE understands that all obligations, responsibilities, terms and conditions of employment with the University remain unchanged and that I remain an at-will employee, except those obligations and responsibilities specifically addressed in this Agreement. \_\_\_\_\_\_\_\_\_\_\_\_

I hereby affirm by my signature that I have read and understand the University's Remote Work Policy and this Remote Work Agreement and agree to all provisions of these documents.

I understand that remote work is voluntary (unless specifically stated as a condition of employment) and that the University may at any time change any or all of the conditions under which I am permitted to work remotely or withdraw permission to work remotely. I understand that if this Agreement is terminated and I am unable or unwilling to report to work on-site, the University has the right to terminate my employment in a manner consistent with applicable law.

**Employee**   **Date**

**Supervisor**   **Date**

**Vice President/Provost**   **Date**

**Human Resources**   **Date**