



Ursinus College

REMOTE WORK AGREEMENT

Employee Name: _____

Employee Title: _____

Department: _____

Supervisor Name: _____

Start Date: _____ through _____.

1. I understand that my duties, obligations, responsibilities and the terms and conditions of employment with Ursinus College (“College”) remain unchanged except those obligations and responsibilities specifically addressed in this agreement. My salary and benefits remain unchanged as well as a result of my remote work. I understand that this agreement does not constitute an employment contract.
2. I understand that this agreement is voluntary and does not create an entitlement or requirement to continued remote work.
3. I understand that the College will review this agreement after a trial period of one month and may in its discretion, revoke or modify this agreement at that time. I understand that if this agreement is extended beyond the trial period, the agreement will continue for one academic year, with the possibility of a renewable term. Renewal is not guaranteed; the remote work arrangement, employee performance and other circumstances will be considered by the supervisor in determining whether to renew the agreement.
4. I understand that the College may modify or terminate the remote work agreement at any time and for any reason, including but not limited to performance concerns, changing operational needs, or any other non-discriminatory reason. I also understand that I may also terminate the remote work agreement at any time and for any reason, unless it was a condition of my employment. I understand that if I terminate this agreement, I will provide at least two weeks’ advance notice.
5. I understand that tax and other legal implications for the business use of the employee’s work site are based on IRS and state and local government restrictions. I agree that all applicable taxes (including income tax and social security taxes) will be withheld based on my employment at Ursinus College in Pennsylvania, not on the location from which I telecommute. I agree that I am responsible for tax consequences and other legal implications that may occur, including local zoning restrictions.



6. I agree that I will not use remote work as a substitute for dependent care during my work hours.
7. I agree that my total number of work hours will not change due to my remote work and that I will continue to be responsible for reporting my time as required by department and College procedures.
8. I agree that my work hours, overtime compensation, use of sick leave, approval for use of vacation and requests for a Leave of Absence will conform to College policies and procedures, departmental guidelines, and to the terms otherwise agreed upon by my supervisor and me.
9. I agree that I will attend on campus departmental meetings, committee meetings or events critical to college business.
10. I agree to maintain a safe and secure work environment and to designate a remote workspace to accommodate any equipment to be used in my work. I will protect the workspace from any hazards and dangers that could foreseeably affect the equipment and me.
11. I agree to report work-related injuries to my supervisor and the Ursinus College Environmental Health and Safety & Risk Management office within 24 hours or at the earliest reasonable opportunity. I agree to hold the College harmless for injury to others at the off-campus work site.
12. I agree to restrict the use of College-provided equipment and supplies located in my remote work site to the same policies that apply to equipment on campus.
13. I agree to implement all computing security measures required for the classification level of data with which I work. I understand that these requirements include but are not limited to:
 - a. Ensuring that College-provided anti-virus and anti-spyware subscriptions are kept current, and promptly notifying Tech Support of any warning messages stating they are not current.
 - b. Ensuring that proper protection of computing resources at the remote location is in place. Any wireless connection must be encrypted using a wireless encryption protocol (WPA) or by connecting to the Ursinus College VPN client.
14. I agree to notify Tech Support immediately by calling 610-409-3789 if symptoms of a virus or spyware infection occur.



15. I agree to maintain the security and confidentiality of materials I access as part of my employment, and to abide by the College's policies for employees, including those covering information, security, software, software licensing and data privacy, conflicts of interest, outside employment, ethics, conduct as well as the requirements of applicable state and federal government statutes. I have reviewed and signed the College's Confidentiality Agreement.
16. I agree not to download any College data or information onto my personal computer or onto any computer provided by Ursinus College in my possession. I agree that restricted confidential information as defined in our [Confidentiality of Information Policy](#) and our [Confidentiality Agreement](#) will not be stored on the local disk drive of my computer. It should be stored on a server and accessed through the Ursinus College VPN, or encrypted with proper provisions made for recovery. Notwithstanding the above, I agree that I will promptly notify Tech Support by calling 610-409-3789 if a computer or storage device containing Ursinus College information is stolen or lost.
17. I understand that all equipment, information, documents records, and materials provided by my department or Ursinus College remain the property of the College. I also understand that any information or documents used or created by me in the performance of my work assignments are the property of Ursinus College.
18. I understand that office supplies will be provided by the College as needed and that any out-of-pocket expenses for other supplies will not be reimbursed unless I have the prior approval of my supervisor.
19. I agree to return College equipment, records, and materials with seven (7) days of termination of this agreement unless the College determines such equipment/records/materials are necessary for my in-person work on campus, or as the college otherwise requires. All College equipment will be returned by me for inspection, repair, replacement, or repossession within seven days' written notice.
21. I agree to be consistently available during the assigned business hours, as stipulated in this agreement, for communication by phone, voice mail, email, etc.
21. I understand and agree to the terms and conditions of, and to comply at all times with, the College's Remote Work Policy.



Ursinus College

I have read the contents of this Remote Work Agreement. I certify that I will abide by all of the requirements of this Agreement and with the College's Remote Work Policy.

Employee's signature: _____ Date: _____

Remote Work Schedule:

Days and hours on and off site:

Remote Work Location and Contact Information:

Is this the Employee's residence? Yes No

Phone Number: _____

Fax Number (if any): _____

Conditions of Remote Work Arrangement:

Equipment to be provided by Ursinus College

(Please contact Tech Support to discuss security measures and software/hardware requirements).

Please describe equipment and provide serial numbers:



Ursinus College

APPROVALS

Based on a review of suitable considerations, we have concluded that telecommuting is appropriate under the circumstances. The above-named employee is granted approval to participate in accordance with the agreement set forth above.

Supervisor(s) Approval: _____ Date: _____

Division/Department Head's Approval: _____ Date: _____

Human Resource Approval: _____ Date: _____

Please submit the completed form to Human Resources. Remote work cannot begin until the signed Remote Work Agreement is on file with Human Resources.