

TELECOMMUTING AGREEMENT

(En	This Telecommuting Agreement is made by and between(Employee Number), hereinafter referred to as "Employee", and UNMC			
			hereinafter referred to	
Em	IMC", beginning on	Telecommuting is a worecommunications technology to wores one's home.	k arrangement in which the rk in a place other than the	
INT	RODUCTION			
A.	Employee is currently employed by UNMC for at I	oyed by the UNMC as a	and has been	
В.	Employee desires to begin		reby Employee will work from home a c schedule as listed below.	
		List schedule and equipn	nent	



HUMAN RESOURCES

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C.	Trial Period.	A 3 month trial period (not to exceed three months) will run from	to
		Upon completion of this trial period, UNMC will evaluate the success of the	schedule
	to determine v	whether it can be continued.	

- **D.** Employee understands that telecommuting is a cooperative arrangement between UNMC and Employee, not an entitlement and is based on:
 - **d.** The needs of the job and work group.
 - **e.** The Employee's past and present levels of performance to include reliability and past attendance records.
 - f. If at any time management determines the telecommuting arrangement is not successful, UNMC may require the Employee to return to a regular schedule in the office at any time within or at the end of the trial period.
 - **g.** If Employee is unable to meet expectations under the Telecommuting arrangements, disciplinary action up to and including termination may take place.
- **E.** Telecommuting arrangements can be modified at any time by UNMC or by mutual agreement between UNMC and the Employee.

AGREEMENT

A. CONTINUATION OF BASIC TERMS AND CONDITIONS OF EMPLOYMENT

- **b. Compensation.** The Employee will continue to receive compensation at the same rates as prior to telecommuting.
- **c. Agreement Obligation.** This Agreement and any revisions are not contracts or promises of employment. Nothing in this Agreement guarantees employment for any specific term.
- **d. Work Hours**. In order for telecommuting arrangement to succeed, it must be a seamless operation. The Employee needs to be as accessible during the agreed-upon work hours just as on-site colleagues are regardless of work location.

B. TELECOMMUTING EQUIPMENT AND SUPPLIES

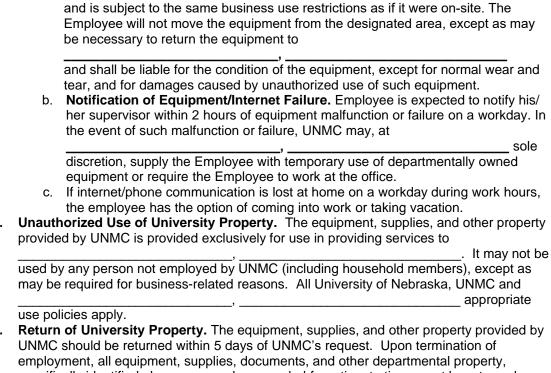
a.	Home Office Furnishings, Maintenance and Telephone Service. The Employee is
	responsible for the costs of establishing and maintaining the home/work area, as well as
	providing phone and secure internet connectivity. The employer will provide secure
	access via a digital platform (appstore.unmc.edu) and the employee is responsible to
	securely connect via this platform."
b.	Telecommuting Equipment,
	may, within

may, within sole discretion, provide to the Employee certain equipment such as computer hardware/software as deemed necessary to perform assigned off-site as identified below:

a. UNMC provided equipment is the sole and exclusive property of the University



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UNMC should be returned within 5 days of UNMC's request. Upon termination of employment, all equipment, supplies, documents, and other departmental property, specifically identified above, as may be amended from time to time, must be returned promptly to UNMC. In the event the telecommuting arrangement set forth in the Agreement ends, the Employee's obligation to return University property continues.

C. SAFETY

- Designated Work Area. The Employee is required to maintain a designated work area at home.
- **b. Maintenance of Work Area.** The Employee shall maintain the home/work area free of safety hazards and other dangers and shall use and maintain equipment and supplies in a safe and appropriate manner.
- c. Work Area Inspections. The Employee agrees that UNMC has the right to make periodic visits to your home office to audit your compliance with these safety standards. Reasonable efforts will be made to schedule such visits in advance.
- d. Reporting of Injury. The Employee must report any work-related injuries to his/her immediate Supervisor immediately, but no later than 24 hours after such injury, using the standard injury reporting process. This is no different than the expectation of an employee when working in the office. The Employee agrees that it may be necessary for a University representative to visit your home office to investigate an injury report.
- e. Employer Liability. The University assumes no liability for injuries to you that occur outside of the home/work area or outside of your working hours. In addition, the University makes no representations on the personal tax and insurance implications of this telecommuting arrangement. The employee will maintain insurance coverage for the home office and provide proof of insurance to UNMC.



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D. WORK AND FAMILY

a. This telecommuting arrangement is not to be viewed as a substitute for family care arrangements. Employee will make family care arrangements for the times he or she is scheduled to perform work for UNMC. Family care will not interfere with the employee's work responsibilities and safety obligations.

E. WORK SCHEDULE

- a. The Employee agrees to abide by the work schedule set forth in this document, which may be amended from time to time by the Employee's Supervisor or by mutual agreement.
- b. The Employee acknowledges and agrees that compliance with this schedule is necessary to ensure maximum accessibility.
- c. The Employee must obtain prior Supervisor approval for working anything other than the scheduled hours per day, including any overtime.
- d. Requests for vacation and sick leave will be handled the same as if the Employee was at the office, including prior notification.
- e. All staff and client meetings are the responsibility of the Employee and shall be attended by such even if the meeting is scheduled on a telecommute day.

F. TERMS OF THIS ARRANGEMENT

a.	Nothing in this Agreement guarantees the Employee a telecommuting arrangement for
	any specific term. This Agreement can be modified at any time by UNMC or by mutual
	agreement between UNMC and the Employee. This agreement does not constitute a
	contract of employment between you and UNMC and does not alter the basic
	employment at will relationship between you and the employer. All UNMC and
	,policies,
	procedures and appropriate use agreements apply to you unless this agreement states otherwise.

G. MISCELLANEOUS

a.	Both parties agree that this Agreement supersedes any previous written or oral
	agreements between them relating to the same subject matter and represents the
	entire agreement regarding telecommuting arrangements. The Employee agrees to
	abide by the terms stated in this Agreement and
	attachments.



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SIGNATURES

Employee Name	Title/Position	Signature	Date
Supervisor Name	Title/Position	Signature	Date
Chair/Director Name	Title/Position	Signature	Date
Carmen Sirizzotti	Associate Director, HR Compensation & Staffing		
Human Resources – Compensation & Staffing	Title/Position	Signature	Date