

Attachment 1: Telework Agreement and Plan

This Teleworking Agreement and Work Plan (hereinafter referred to as "Agreement"), effective _____ (date) _____, is between _____ (employee name) _____ (hereinafter referred to as "Employee"), an employee of The Universities at Shady Grove, and The Universities at Shady Grove (hereinafter referred to as "USG"). The parties agree as follows:

Scope of Agreement

Employee acknowledges that she/he has read the USG Policy and Procedures on Telework and agrees to abide by the provisions therein. The provisions of that Policy and Procedures are incorporated by reference in this Agreement. Employee agrees to be bound by USG and UMCP policies and procedures as well as any applicable State and Federal regulations while working at the remote workplace. Violation of the foregoing may result in termination of this agreement and the teleworking arrangement. Nothing in this agreement precludes USG from taking any appropriate disciplinary or adverse action against the Employee if the Employee fails to comply with the provisions of the Policy or this Agreement.

This Agreement shall be construed, interpreted, and enforced according to USG policies and procedures.

Term of Agreement

This Agreement shall become effective as of the date written above, and shall remain in full force and effect as long as the Employee teleworks.

Telework Schedule

Employee's Telework Schedule is designated below.

Conditions for teleworking agreed upon by the teleworker and his/her supervisor:

1. The employee agrees to work at the following location:

2. The employee will telework according to the following schedule (e.g. every Wednesday, every other Thursday, etc.):

3. The following types of assignments to be worked on by the employee at the remote location:

4. The employee agrees to call the central office to get his/her messages on a regular basis.
5. The employee agrees to check and respond to e-mail messages frequently.

The Universities at Shady Grove (USG) Telework Policy and Procedures

- 6. The employee agrees to get all supplies needed for teleworking from the company office. Reimbursement for out-of-pocket expenses for supplies will need prior supervisory approval.

- 7. The employee agrees to contact their supervisor immediately if they experience connectivity issues (server, email or phone).

- 8. Additional conditions agreed upon by the supervisor and teleworker are as follows:

I have read and understand this agreement and accept its conditions.

Employee Signature ("Teleworker")	Date
-----------------------------------	------

Approved by:

Supervisor	Date
------------	------

Department Head	Date
-----------------	------

Human Resources	Date
-----------------	------

AFTER ALL SIGNATURES HAVE BEEN OBTAINED, PLEASE GIVE A COPY OF THIS AGREEMENT TO THE USG HUMAN RESOURCES OFFICE WITH ATTACHMENTS 2 AND 3

For HR Office Use Only:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Telework Agreement and Plan | <input type="checkbox"/> Remote Workplace Checklist | <input type="checkbox"/> OIT Checklist | <input type="checkbox"/> Attended Training |
|--|---|--|--|