



Alternative Work Agreement: Telecommuting and/or Flextime Request

Please return completed form to Human Resources Service Center in 165 Administration Building, fax to 901-678-1650, or e-mail hrservicecenter@memphis.edu.

Employee Information

Name: _____ Banner ID: _____

Position Title: _____ Phone: _____

Department: _____ Email: _____

Classification: Faculty Staff Temporary Student Worker Other _____

FLSA Status: Exempt (Monthly Paid) Non-Exempt (Biweekly Paid)

Agreement Begin Date: ____/____/____ End Date: ____/____/____

Flextime Information (if work hours are changing)

DESCRIBE YOUR CURRENT AND PROPOSED SCHEDULE:

	Current Work Schedule (Include Start & Stop Times)	Proposed Alternative Work Schedule (Include Start & Stop Times)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Total Hours		

Telecommuting Information (if work location is changing)

Telecommuting Site: _____
Address City State Zip

At the central workplace, employee's work hours are from _____ to _____ on the following days: _____.

At the alternate work location, employee's work hours will be from _____ to _____ on the following days: _____.

Are there any functions of the employee's job description that cannot be performed remotely? (if yes, list below)

The University will provide the following equipment:

Reason for Request:

Agreement Information

By signing this Alternative Work Agreement, referred to as Agreement, the employee understands and agrees with the conditions listed below. If the arrangement does not meet the operational needs of the department it can be discontinued at any time at the discretion of the supervisor. The employee:

- Must adhere to the approved Agreement; changes must be approved in advance by the supervisor. The supervisor may also occasionally make adjustments to the Agreement with reasonable notice of the change, whenever possible.
- Will remain accessible and productive during scheduled work hours.
- Will maintain satisfactory performance standards and will be evaluated in the same manner as when working at the central work location and/or normal business hours.
- Will record time and attendance in the same manner as when performing official duties at the central workplace and/or normal business hours.
- Will obtain supervisory approval before taking leave in accordance with established departmental procedures.
- Will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, supervisors may make exceptions for employees with caregiving responsibilities.
- Will report to the employer's work location as necessary upon directive from his/her supervisor. This may include working during the employer's normal business hours.
- Will communicate regularly with his/her supervisor and co-workers, which may include a weekly written report of activities, if requested by the supervisor.
- Will comply with all University of Memphis policies, procedures, practices and instructions in the same manner they apply when working at the central work location and/or during normal business hours.
- Will maintain a safe and secure work environment at the remote location at all times (if applicable).
- Will allow the University access to the remote work location for purposes of assessing safety and security, upon reasonable notice by the supervisor, as necessary (if applicable).
- Will report any work-related injuries to his/her supervisor immediately as required by Workers' Compensation regardless of work location and/or work hours.
- Agrees that any University-owned equipment provided will be serviced only by the University. If the employee provides the equipment, he/she is responsible for servicing and maintaining such equipment.
- Agrees that University-owned equipment will not be used by anyone other than the employee for business-related work only and understands that all equipment and resources provided by the University shall remain the property of the University at all times.
- Agrees to protect all University equipment & resources from theft or damage and to report theft or damage to his/her supervisor immediately.
- Understands that neither the University nor the State will be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the use of the employee's residence or other remote work location while performing official University duties remotely (if applicable).
- The employee also understands that his/her personal vehicle will not be used for University business unless specifically authorized by the supervisor.
- Agrees to comply with the University of Memphis policies, procedures and expectations regarding information security and is expected to ensure the protection of proprietary University & vendor information as well as employee & student information accessible from their remote location.
- Understands that all terms and conditions of employment with the University remain unchanged, except those specifically addressed in this Agreement.
- Understands that management retains the right to modify this Agreement on a temporary or permanent basis for any reason and at any time.
- Understands that if he/she fails to comply with the Agreement, he/she may be returned to the standard work location/schedule and may also be subject to disciplinary action.
- Agrees that in case of employee's separation from the University, all University equipment and resources (e.g., ID, keys, etc.) will be returned to the University within two working days of the separation date.

Signatures

EMPLOYEE

Signature: _____ Date: _____

CHAIR/DEPARTMENT HEAD

Signature: _____ Date: _____

DEAN (for faculty only)

Signature: _____ Date: _____

PROVOST (for faculty & Academic Affairs/SAS staff only)

Signature: _____ Date: _____

HR USE ONLY

HUMAN RESOURCES: Approved Denied

Printed Name: _____ Signature: _____ Date: _____

Comments (if any): _____ Attachment: _____