

**SUPPLEMENTAL CONDITIONS OF EMPLOYMENT FOR TELEWORKING ~
SHRA AND EHRA NON-FACULTY EMPLOYEES**

To be completed only after department has received advance written approval from HR Employee Relations

EMPLOYEE AND DEPARTMENTAL INFORMATION			
Employee Name:		800 #:	
Department Name:			
Supervisor Name:		Supervisor Phone #:	
Employee Type:	<input type="checkbox"/> SHRA Non-exempt	<input type="checkbox"/> SHRA Exempt	<input type="checkbox"/> EHRA Non-Faculty
Brief description of employee's job duties:			

TERMS AND CONDITIONS

In order to participate in a teleworking arrangement with a duration of more than ninety (90) calendar days as an employee of The University of North Carolina at Charlotte, the employee must agree with the following supplemental conditions of employment:

- Understanding of Policy.** By signing this agreement, the employee certifies that s/he has reviewed, understands and agrees to abide by the Department of Human Resources' policy on Flexible Work Arrangements for SPA and EPA Non-Faculty Employees <http://legal.uncc.edu/policies/up-101.22> and specifically acknowledges that any flexible work arrangement may be revoked at the discretion of management at any time.
- Terms of Employment.** The employee understands that this teleworking arrangement does not alter or supersede the terms of the existing employment relationship between the employee and the University. The employee remains obligated to comply with all University rules, policies, practices and instructions that would apply if the employee were working at a customary University worksite.
- Hours, Compensation and Leave.** Work hours, compensation and leave scheduling while teleworking must conform with the Department's and University's regular business practices. Requests to work overtime or use leave time must be approved by the employee's supervisor in the same manner as when working at a customary University worksite.
- Supervisory and Workplace Communications.** The employee agrees to maintain regular communication with his/her supervisor and with customers and co-workers as necessary to effectively and efficiently carry out his/her assigned duties. The employee also agrees to regularly inform his/her supervisor regarding progress on assignments performed while teleworking and any issues or concerns that may arise with regard to such assignments. The employee agrees to structure his/her time to assure attendance at required meetings as designated by their supervisor. The employee understands and agrees that a teleworking assignment is not a substitute for regular or incidental dependent care and that the employee is expected to be free of other personal responsibilities while performing his/her teleworking duties.
- Equipment, Insurance, and Office Supplies.** The employee understands and agrees that University-owned resources will be used primarily for University business in accordance with University policies, and will take reasonable steps to protect any University property from theft, damage or misuse. This includes maintaining data security and record confidentiality to at least the same degree as when working at the customary University worksite and in compliance with all relevant University policies. See [UNC Charlotte Standard for Teleworking](#). The employee will comply with the licensing agreements for all software owned by the University and used off University premises. The University will provide the employee with equipment and office supplies as deemed necessary while teleworking. The University assumes no responsibility for any damage to, wear of, or loss of the employee's personal property under this teleworking arrangement.
- Telework Site Safety and Ergonomics.** The employee and supervisor agree to work together to ensure that the teleworking site is safe and ergonomically suitable. See [Remote Workplace Self-Certification Checklist](#). The employee's supervisor or designee may make on-site visits to the employee's teleworking site, at a mutually agreed upon

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time to ensure that the designated work space is safe and free from hazards and to maintain, prepare, inspect or retrieve University-owned equipment, software, supplies and furniture. The employee will be covered by workers' compensation for job-related injuries that occur in the course and scope of employment while teleworking and will report any such injuries to the appropriate University offices as soon as practicable. The University is not liable for injuries to third parties (including members of the employee's family) at the teleworking site.

SIGNATURES

Signing this form means that it has been reviewed and agreed upon by the employee, supervisor, and employee's second-level supervisor.

Employee's Signature

Supervisor's Signature

Date

Date