

Attachment B - REMOTE WORK / TELECOMMUTING AGREEMENT

1. Working remotely/telecommuting is an administrative option, not an employee right or benefit;
2. I will be available at my remote worksite for all core hours as determined by my supervisor
3. I understand that telecommuting is not a substitute for dependent child or eldercare with the exception of public emergency and only after dialogue with and approval from my supervisor and Human Resources. I will not permit non work-related activities to disrupt or interfere with work at my remote work site during core hours or use scheduled work time to care for home-bound dependents unless previously approved by my supervisor and Human Resources;
4. The needs of La Roche University take precedence over this remote work / telecommuting agreement. I must report to La Roche University on a scheduled telecommuting day or as required by my supervisor and I may need to report to the campus during the period of remote work / telecommuting as dictated by my supervisor and the needs of the University;
5. Only La Roche University approved equipment will be used for connecting to the University's network from my remote worksite;
6. La Roche University equipment at my remote work site is subject to all policies and restrictions related to the use of University owned property. I am responsible for University equipment, and I accept financial responsibility for equipment that is lost, stolen or damaged. University equipment is not to be used by anyone other than myself and only then for University-related business;
7. If I access either protected health information, employees' personal data, or La Roche University financial data at my remote work site I must ensure that the information is handled in a secure format, printed information must be shredded as required by the University before disposal, and I will not transport such information between my remote work site and the La Roche University campus;
8. I will document my time accurately to substantiate my work hours and work product;
9. La Roche University assumes no liability for injury at my remote work site to any person who would otherwise not be in my work area if my duties were being performed at my regular work site on campus. If I am injured, I must notify my supervisor and complete all required documentation;
10. La Roche University assumes no liable for damages to my personally-owned equipment resulting from my remote work/telecommuting arrangements. La Roche University is not responsible for operating costs, home maintenance, or other incidental costs (e.g., utilities, phone, insurance, etc.) associated with the use of my personal residence as a remote work site for teleworking;
11. This agreement does not constitute an employment contract. I remain an at-will employee of La Roche University and that arrangement is not changed by this agreement;
12. This agreement can be modified or terminated by La Roche University with one-day advance written notice which will be delivered via La Roche University email; and
13. When this agreement terminates, I will return all University equipment and materials in my possession or control. These items will be returned the day that I report back to my regular work site on campus.

I agree to the above:

Employee Signature: _____ Date: _____

Approved:

Supervisors Signature: _____ Date: _____

Division VP Signature: _____ Date: _____