

Human Resources

Flexible Work/Telecommuting Option Agreement

The flexible work option is a discretionary action designed to assist department heads in better utilizing human resources and to assist employees in balancing work responsibilities and personal concerns. The employee must have above average performance in continuous service for at least six (6) months prior to the effective date of this agreement (see NAU personnel policy 2.07).

Department: _____
Supervisor: _____
Department Head: _____ Phone: _____

Employee Name: _____ Employee ID: _____
Title: _____ Date: _____

Effective date: _____ Review date: _____

- This agreement is for:
- Flexible Work Option Only** (Employee will work hours/days other than the established standard hours)
 - Telecommuting Option Only** (University hours will be maintained from an alternate location)
 - Flexible Work and Telecommuting Options** (Employees hours and location will deviate from established standards)

Terms for all options:

Employer (supervisor and department head) and Employee agree as follows:

- That a flexible work schedule/telecommuting option is appropriate and beneficial to the University, Employer and Employee, and meets the business needs of the Employer and the University.
- The non-exempt Employee agrees to submit timesheets and records of absence to the Employer on a timely basis. Additional hours worked (overtime hours) by the Employee shall require advance written approval by the Employer. **Failure to comply with the record keeping requirements shall result in immediate termination of this Agreement.**
- The Employee's performance shall be reviewed in accordance with the University's performance appraisal process.
- The Employee (if applicable) shall submit work assignments as described below.

This Agreement shall be subject to a (30) thirty-day trial period. The Employer shall evaluate the Employee's performance and take into consideration whether the Employee is completing tasks in a timely and thorough manner. Evaluation of the Employee's performance beyond the (30) thirty-day trial period shall be in a form consistent with the performance appraisal and shall focus on work-product quality, completion and communication. In situations where the flexible work schedule option is unsuccessful, the supervisor or the employee must provide at least a two week notice that the flexibility option in use will be discontinued.

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This Agreement shall not be designed as a replacement for family care and shall focus on job performance and meeting business demands. The Employee is strongly encouraged to discuss the work expectations of this Agreement with family members prior to entering this Agreement.

Additional terms for telecommuting option:

- The Employee shall set up a home office. The Employer shall not pay for any cost associated with the setup of such home office. The home office work space setup, including ergonomics, shall be according to the standards designated by Risk Management.
- The Employee shall secure the protection of any information accessible from their home office. To ensure confidentiality of information the Employee shall use locked file cabinets and desks. The Employee shall regularly maintain their password and take any and all other steps necessary and appropriate to maintain confidentiality and security for their home office.
- The Employer may supply office supplies based upon what is needed for completion the Employee's job responsibilities. All supplies and equipment provided by the Employer shall be used for University business only. The Employee shall submit receipts and a reimbursement request for reasonably incurred and agreed upon business-related expenses.
- The Employee agrees to be accessible by phone or modem during the agreed upon work schedule within a reasonable time period. The flexible work option work schedule that the Employee will regularly maintain is described below.
- Work products shall be submitted in accordance with the University and Employer deadlines. The manner, frequency and form of communication with the Employer will be as described below.
- **Out of state remote work:** A separate approval process is required for departments that want to approve an employee to work out of state (other than incidentally). This approval must be in place prior to approving any work to be performed in another state. For details on that process, visit <https://in.nau.edu/human-resources/departmental-procedures-for-out-of-state-employees/>.

The Employee agrees and understands, in order to maximize University office space needs, that if work is needed to occasionally be done at the workplace, the Employee may forfeit the use of personal office or workstation space and/or may be required to share office space in order to maximize office space needs.

The details of the work schedule, assignment due dates and times and methods of communication will be as described below. The Employer reserves the right to change these items at any time.

Work Schedule

Standard University hours, AZ time

Schedule attached

Assignments Due

Due dates will be established as work progresses due to the complex nature of the work

Schedule attached

Communication

Employee will be available via telephone, email and instant messaging throughout the work day

Alternate communication described in attachment

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Additional Information [Add or attach any additional information such as the need to attend meetings in person, by telephone or web conferencing; define schedule more clearly; anything that is pertinent to the agreement]:

Signatures:

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Department Head: _____ Date: _____

Original placed in employee's departmental file, copy to employee. This form should be completed at initiation of telecommuting agreement and at a minimum be reviewed annually while arrangement is in effect.