

TE Name: <input style="width: 95%;" type="text"/>	TE Position & Unit: <input style="width: 95%;" type="text"/>
Supervisor: <input style="width: 95%;" type="text"/>	UTS Contact: <input style="width: 95%;" type="text"/>

TE Offsite Work Address & Phone Number

Address:

City: State: Zip Code:

Phone: Alternate Phone (if applicable):

TE Alternate Work Location:
 The University's liability for job-related accidents continues to exist during the employee's approved hours at the alternate work location. The employee will report any injury immediately to his/her supervisor. The supervisor must assure that university-owned materials, equipment and furniture used by the employee for work-related purposes at the alternate work location comply with safety standards.

Schedule and Work Expectations

TE offsite work schedule:

(specify days and hours) The supervisor will maintain a copy of this work schedule and the TE time and attendance will be recorded the same as if performing work on location.

Work to be performed offsite:

The TE will complete all assigned work according to established procedures and expectations. The TE agrees to perform the assigned duties onsite or offsite at the location described in this agreement.

Describe how regular communication will occur:

(E.G., regularly scheduled meetings, frequency of calls, etc.) Communication between the TE and his/her office (i.e. phone, email, meetings, etc.) is the responsibility of the TE. The TE will meet with the supervisor to receive assignments and to review completed work as specified or upon request. The TE immediately will notify the supervisor when circumstances arise that impact his/her ability to perform the assigned work.

Please Note: Telecommuting Equipment and Expenses are not covered by this agreement. The Temporary Employee is responsible for providing telecommuting equipment and for payment of any expenses incurred.

I have read and understand this Telecommuting Agreement and agree to the conditions listed above:

Employee Signature: _____	Date:	<input style="width: 95%;" type="text"/>
Supervisor Signature: _____	Date:	<input style="width: 95%;" type="text"/>

This agreement expires on: Date: