

TELEWORK AGREEMENT

Confidential • Human Resources Document

TO:

FROM:

DATE:

RE: Teleworking Agreement

This memorandum serves as a formal agreement between the employee named above and the Department of:

Department:

through which the employee is authorized to Telework from a location other than the primary departmental office located at:

Office Address:

This agreement is authorized on:

☐ a) Trial Basis

☐ b) Designated Period Below

Important Notice:

Albany State University management reserves the right to modify any conditions or requirements of this agreement at any time, or to cease this arrangement altogether without advance notice.

Eligibility & Program Administration:

Teleworking is available only to employees in positions formally designated as telework-eligible by the supervisor and Human Resources, and to employees in good standing with no active disciplinary action on file. This is a discretionary work arrangement, not an employee right or a condition of employment, consistent with the USG Teleworking/Flextime Policy. ASU's Telework Coordinator is the HR Representative in the Office of People, Culture & Performance, who administers this program and may be contacted with questions.

1. DURATION

Valid From:

mm/dd/yyyy

Valid To:

mm/dd/yyyy (max. one year; renewable)

Thirty (30) days prior to expiration, or at any time during the period, both parties will conduct a review that may result in reactivation or termination of this agreement. A new or revised agreement may be required when there is a change in supervisor, job responsibilities, work circumstances, or performance.

2. WORKING LOCATION

Approved Remote Address:

Unless the work location is specified in the employee's official job description as regularly assigned to a remote location, the employee will not be reimbursed for mileage to the main campus.

3. WORKING HOURS

Approved Telework days: _____ day(s) _____ week / month
per _____ on a schedule that will:

- ☐ a) Fixed Day: _____ ☐ b) Vary week to week

On approved Telework days, the employee is expected to follow their regular work schedule unless an alternative schedule has been approved by the supervisor. The employee must remain available and accessible during scheduled work hours, except during approved breaks and leave periods.

- Exempt (monthly-paid) employees: Monthly leave reports due on the last working day of each month.
- Non-exempt (hourly-paid) employees: Weekly work logs due every Monday by 9:00 a.m. for the preceding week.
- Non-exempt employees subject to overtime must obtain their supervisor's approval in advance of performing any overtime work; failure to do so may result in immediate suspension of this agreement.
- The employee must obtain the supervisor's advance approval before taking leave during a scheduled Telework day.

Submit leave requests to: _____

Teleworking is not a substitute for childcare or dependent care. Employees are expected to arrange for childcare or dependent care to the same extent as if working at the primary workplace. Employees must devote scheduled telework hours to University duties and may not engage in secondary employment or conduct personal business while in work status.

4. TELEPHONE, COMPUTER, NETWORK & EQUIPMENT

The employee agrees to maintain a telephone line accessible for calls and faxes at their own expense. Network and IT access will be established in accordance with ASU policy.

Equipment Arrangement (select one):

☐ Option A – ASU-Provided Equipment:

ASU will provide an institutional computer and printer for official duties only, per all ASU IT policies. An Equipment Loan Agreement must be completed before removing any state property from the primary work site.

Equipment provided: _____

☐ Option B – Employee-Provided Equipment:

The employee will provide their own internet accessible computer and printer and must maintain internet access at their own expense as a condition of participation in the telework arrangement.

5. SECURITY & ACCESS TO INFORMATION

The employee agrees to protect all ASU and student information accessible from the telework location, including use of locked storage for physical records, regular password maintenance, and ASU-approved, secure connections for institutional systems. Any suspected data breach or lost/stolen equipment must be reported promptly to ASU IT and the immediate supervisor. All work performed under this agreement remains subject to the Georgia Open Records Act and ASU's data governance and information security policies.

6. WORK ASSIGNMENTS

The employee will receive work assignments by corresponding with their immediate supervisor at the beginning of each work day or as needed. Assignments may also be communicated by phone, email, or physical delivery.

Assignment pick-up / drop-off location: _____

Completed assignments may be submitted via email or returned to the designated location unless otherwise directed by the immediate supervisor.

Progress Reporting: In addition to work assignments communicated under this section, the employee will submit a written weekly progress report to their immediate supervisor no later than _____ for the preceding work week. The supervisor will review the report and retain it as part of the employee's Teleworking documentation. Failure to submit timely progress reports may be addressed as a performance or compliance matter under this agreement.

Progress Reporting Example – a weekly progress report should include:

- Tasks and projects worked on that week
- Status of ongoing assignments (on track, delayed, completed, blocked)
- Deliverables completed or submitted, with dates
- Any issues, obstacles, or support needed from the supervisor
- Planned priorities for the upcoming week

7. PHYSICAL HOME OFFICE SPACE & LIABILITY

The employee agrees to maintain a designated workspace in their home. The employee may be covered under applicable Workers' Compensation laws for injuries occurring in the course of the actual performance of official duties at the approved alternate workplace. Any injury occurring during teleworking work hours must be reported immediately to the employee's supervisor and handled in accordance with ASU and Georgia DOAS workers' compensation procedures.

Limitation of Liability:

ASU is released from liability for illness or injury resulting from home office conditions. ASU will not be liable for damage to the employee's personal property. Visitors and family members are not permitted in the designated workspace during work hours; ASU bears no responsibility for injuries to third parties at the work site.

The employee is responsible for establishing and maintaining an appropriate, ergonomically sound work environment. ASU will not bear any costs associated with home office setup.

Within ten (10) working days of the start of Teleworking, the employee must complete and submit the Work Space Self-Certification Checklist (Attachment A) confirming the home workspace meets ASU's health, safety, and ergonomic standards.

Workspace Self-Certification Checklist submitted on: _____

8. PROGRAM REPORTING & EVALUATION

The employee agrees to participate in studies, surveys, inquiries, reports, or analyses relating to Teleworking at ASU, at the University's request, to support ongoing evaluation and reporting of the program in accordance with USG policy.

9. CURTAILMENT OF THE AGREEMENT

The employee, the employee's supervisor, or the unit head may terminate participation in this agreement at any time and without cause. Management reserves the right to remove the employee from the program at any time.

Upon not less than seven (7) working days' notice, the employee will report to the primary departmental office or another location assigned by the supervisor.

The employee agrees to limit officially assigned duties to the work location in Section 2. Non-compliance may result in termination of this agreement and additional disciplinary action

EMPLOYEE ACKNOWLEDGMENT & ACCEPTANCE

By signing below, the employee confirms they have read and understand all terms and conditions of this Teleworking Agreement. Any concerns should be directed immediately to:

Direct Supervisor: _____

Employee Printed Name

Date

Employee Signature

Date

Supervisor Signature

Date

Human Resources Representative

Date

ASU Policy Notice:

During the period of this agreement, the employee agrees to comply with all ASU policies and procedures governing employment. The dates in the Duration section do not constitute an employment contract and do not guarantee continuation of employment.

ATTACHMENT A: WORK SPACE SELF-CERTIFICATION CHECKLIST

To be completed by the employee and submitted to the immediate supervisor within ten (10) working days of the start of Teleworking, per Section 7.

- ☐ The workspace is free from safety hazards, with adequate lighting, no exposed or damaged wiring, and clear walkways.
- ☐ A working smoke detector is present, and the workspace has clear emergency egress.
- ☐ Electrical outlets and equipment are in good working order and are not overloaded.
- ☐ The chair and work surface provide adequate ergonomic support (proper seat height, monitor at eye level, keyboard and mouse within comfortable reach).
- ☐ The workspace is a designated, distraction-free area separate from common household traffic during work hours.
- ☐ Internet connectivity is reliable and sufficient to support ASU systems, video conferencing, and secure data access.
- ☐ The workspace can be secured to protect confidential ASU and student information (e.g., lockable storage, a private space for calls).
- ☐ I have reviewed and agree to comply with ASU's data security requirements and the Georgia Open Records Act while teleworking, as described in Section 5.

Employee Certification:

I certify that the information provided above is accurate and that my home workspace meets the standards described in this checklist. I understand that ASU is not responsible for costs associated with home office setup or modification.

Employee Signature

Date