



# AUGUSTA UNIVERSITY

Memorandum

To (Employee):

From (Supervisor):

Date:

RE: Teleworking Agreement

This memorandum shall serve as an agreement between the employee named above and the Department of \_\_\_\_\_ through which the employee will be allowed to utilize teleworking to perform the duties and responsibilities of his/her position from a location other than the primary departmental office located at \_\_\_\_\_. This agreement shall be referred to as the “teleworking agreement” and is authorized by the department on a) a trial basis, or b) for the period designated below.

As the employee approved for teleworking, it is important for you to understand that we, as the employer, may change any of the conditions or requirements of the teleworking agreement at any time during the period of the agreement. Also, Augusta University management reserves the right to cease this arrangement altogether at anytime.

## 1. DURATION

This teleworking agreement will be valid beginning on \_\_\_\_\_ and ending on \_\_\_\_\_. (Not to exceed one year, but renewable in one year increments). Thirty (30) days prior to the end of the period, or at any time during the teleworking period, both parties will participate in a review, which can result in the reactivation or termination of the agreement.

## 2. WORK LOCATION

Work location state:  Georgia  Other-please list the state: \_\_\_\_\_

Please note:

When the location of telework for an employee, either full- or part-time, is to be from a state other than Georgia, the department chair or director or other supervisor is not authorized to serve as final approval. Such a request must be approved through the employee’s chain of command up to the relevant Executive Vice President, and submitted to Human Resources, which will then coordinate a formal review with the Offices of Payroll, Legal Affairs, and Information Technology to determine the other state’s payroll taxes, unemployment taxes, worker’s compensation, and other potential employer obligations and requirements as well as IT implications. Approval from each of these offices is required before a telework agreement that involves an out of state location can be submitted to the EVP, Finance/Chief Business Officer for final approval. Depending on the outcome of such review, the request to telework may be denied. **As such, no telework is allowed in a state outside of Georgia prior to the completion of the review and a decision as outlined above.** The above restrictions do not apply when the teleworking from the out of state location is to be of short duration, usually five (5) days or less.

As an employee approved for teleworking, you agree to maintain an office or adequate work space at your residence located at (enter physical address with city, state, and zip code):

\_\_\_\_\_  
This office location will be considered your telework location. Unless your work location is specified in your official campus job description as being regularly assigned to a remote location/site, you will not be reimbursed for mileage associated with traveling to the main Augusta campus.

**3. WORKING HOURS: (complete the appropriate section)**

**To be completed by Faculty:**

Under the terms of this agreement, you are approved to telework \_\_\_\_\_ day(s) per \_\_\_\_\_ (specify per week or per month), which shall generally occur \_\_\_\_\_ (specify telework days or acknowledge these may vary week to week). On the days you are approved to telework, you are expected to be productive, responsive to calls and emails, and actively engaged in your full professional duties as appropriate for your chair-assigned effort in Teaching, Scholarship, Service, and Administration. This includes fulfilling all contact hours required to deliver and provide adequate student support for your assigned courses, participating in any mandatory activities (e.g. department meetings, training workshops, advising, grade reporting), and fulfilling scholarship and service expectations in accordance with your annual goals, all relevant promotion/tenure guidelines, and consultations with your supervisor. If you are an exempt employee (paid monthly), any leave taken will be reported in OneUSG Connect Time and Absence. If you are a non-exempt employee (hourly paid), all hours worked must be reported in OneUSG Time and Absence on a daily basis. You must obtain supervisory approval within a timely manner before taking leave in accordance with established office procedures and institutional policy. Please continue to submit your leave requests to \_\_\_\_\_.

When necessary, we may inform you in person, via email or telephone of a meeting that will require your presence on campus. We will do our best to give you at least 24 hour notice but shorter notice is possible and acknowledged.

As an employee approved for teleworking, you agree and understand that teleworking requires that you be able to devote 100% commitment to working during the regular work hours specified above and that you will make arrangements to ensure that household duties, including child care, do not interfere with work time or are not conducted or performed during the normal work time.

**To be completed by Staff:**

Under the terms of this agreement, you are approved to telework \_\_\_\_\_ day(s) per \_\_\_\_\_ (generally week or month), which shall generally (option a) be on \_\_\_\_\_ (day) of each week or (option b) vary week to week. On the days you are approved to telework, you are expected to be productive and actively engaged in work *at least* 8 hours a day during the department's normal business hours of 8:00 a.m. to 5:00 p.m., with a one hour break for lunch, while working from your home office during this teleworking period. If you are an exempt employee (paid monthly), any leave taken will be reported in OneUSG Connect Time and Absence. If you are a non-exempt employee (hourly paid), all hours worked must be reported in OneUSG Time and Absence on a daily basis. You must obtain supervisory approval within a timely manner before taking leave in accordance with established office procedures and institutional policy. Please continue to submit your leave requests to \_\_\_\_\_.

When necessary, we may inform you in person, via email or telephone of a meeting that will require your presence on campus. We will do our best to give you at least 24 hours notice but shorter notice is possible and acknowledged.

As an employee approved for teleworking, you agree and understand that teleworking requires that you be able to devote 100% commitment to working during the regular work hours specified above and that you will make arrangements to ensure that household duties, including child care, do not interfere with work time or are not conducted or performed during the normal work time.

**4. TELEPHONE/COMPUTER/NETWORK & EQUIPMENT ACCESS & USE**

As an employee approved for teleworking, you agree and understand that you will be expected to be accessible by telephone and thus will maintain a telephone line that can be used for phone calls at your own expense. To the extent possible, personnel at Augusta University’s primary location will call you to minimize long distance expenses for you, but you agree and understand that there may be times when you will incur telephone charges in the performance of your duties and will do so at your own expense, without expectation of reimbursement. .

As a Augusta University employee, you will be issued an Augusta University NetID and password which will allow you access to Augusta University’s Information Technology (IT) network for work related assignments and responsibilities. You will also be provided with a Microsoft Outlook email account. Access to other systems will be authorized by your home department based on your specific job duties and responsibilities and your department will coordinate with IT on such access as necessary.

**Option 1:** During the period of this teleworking agreement, the Department of \_\_\_\_\_ will provide you with an Augusta University computer or your use in carrying out the duties and responsibilities of your position. You are authorized to use this computer and the network access referenced above in accordance with all applicable Augusta University computer use and information technology policies. Failure to adhere to Augusta University’s computing and IT use policies may result in revocation of use privileges, revocation of this teleworking agreement, and possibly termination of employment. You will be required as a condition of employment to maintain internet access that will allow you to work remotely at your sole expense with no expectation of reimbursement of any related costs from AU. You will be able to access the Augusta University network by using Augusta University’s VPN service and are required to use VPN to protect data and other sensitive information.

The specific list of equipment provided to you for use under this agreement includes (list equipment):

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An equipment loan agreement form must be completed and approved for any equipment provided under this agreement prior to removal of state property from the regular work site.

It will be your responsibility to ensure the appropriateness and safety of the equipment at all times. The equipment must be protected against damage and unauthorized use. Augusta University owned equipment will be serviced and maintained by Augusta University. Equipment provided by the employee will be at no cost to Augusta University, and will be maintained by the employee.

As outlined in the [Acceptable Use of Information Technology Policy](#), Augusta University expects all users of computing resources to use them responsibly and productively, even when working remotely. While incidental personal use of electronic resources is not necessarily unacceptable, personal use must

not adversely affect the performance of an employee's official duties, must not be disruptive of co-workers, must be of limited duration and frequency and should be restricted to matters that cannot be addressed during non-duty hours. To the extent an employee is forced by business circumstances to make personal use of the Augusta University owned devices, such use should be incidental and immaterial and never add costs to the enterprise.

**Option 2:** During the period of this teleworking agreement, you will be expected to provide your own internet accessible computer and printer to support your work activities. You will be required as a condition of employment to maintain internet access at your own expense. You will be able to access Augusta University network by using Augusta University's VPN service and are required to use VPN to protect data and other sensitive information. AU VPN is only allowed on AU issued computers.

## **5. WORK ASSIGNMENTS**

You may verify your work assignments at any time by corresponding with your immediate supervisor. In the event additional work assignments arise, your supervisor will communicate these to you by phone, email, or mail. If there are any questions or concerns about your assignments, you are expected to inform your supervisor immediately. If assignments require you to provide documentation, print reports, or other paperwork that cannot be processed digitally, you may drop it off at the main departmental office or mail it to

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## **6. PHYSICAL HOME OFFICE SPACE, LIABILITY**

You agree to have a designated work area in your home. If there are any injuries while you are working, the workers' compensation coverage will be limited to occurrences in the designated work space (or during work-related travel). Also if such an injury were to occur, it will be investigated in accordance with the standard workers' compensation procedures promulgated by the Georgia Department of Administrative Services (DOAS).

If there is an illness or injury, which is a result from the condition of this home office arrangement, Augusta University is released from any possible liability.

Augusta University will not be liable for damages to the employee's property that results from participation in the teleworking program.

Augusta University will not be responsible for visitors or family injured at the work site.

Under the terms of this agreement, you are responsible for setting up an appropriate work environment within your home. Augusta University will not be responsible for any cost associated with the setup of a home office. Upon your request, Augusta University will consult with you on any modifications or requirements to operate Augusta University-owned equipment at the home office.

You will be required to provide us with a statement, prior to the start of teleworking, confirming that you have met the reasonable standards to include health and safety requirements (including an ergonomically sound workstation) and promise to maintain it in the condition for the duration of the teleworking period.

## **7. CURTAILMENT OF THE AGREEMENT**

The employee’s supervisor or unit head may terminate participation in this agreement at any time. Management also reserves the right to remove the employee from the program at any time. **Upon reasonable notice of not less than seven (7) working days**, the employee will be expected to report for work at the primary departmental office location or other location as assigned by the supervisor.

The employee agrees to limit performance of officially assigned duties to the work location specified in paragraph 2. Failure to comply with this provision may result in termination of the Teleworking Agreement, and other appropriate disciplinary action.

We look forward to working with you on this teleworking assignment and will appreciate any input from you during this process on how we may assist you and our office with ensuring that you are productive and able to meet job expectations under this agreement.

I accept the terms and conditions of this agreement, as provided to me by the employer. I understand what is expected of me during the period of this teleworking agreement. If there are any concerns regarding this arrangement, I will immediately alert

\_\_\_\_\_, for clarification and resolution.

Employee (printed name): \_\_\_\_\_ Date: \_\_\_\_\_

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**SIGNATURES**

During the period of this teleworking agreement, the employee agrees that he/she shall be covered by all Augusta University policies and procedures surrounding employment. The dates shown in the duration section are not to be construed as a contract and do not guarantee continuation of employment during the period.

\_\_\_\_\_  
Employee (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (signature)

\_\_\_\_\_  
Date