



HUMAN RESOURCES
The UNIVERSITY of OKLAHOMA

Employee Remote Work Agreement

IMPORTANT STEP: Before completing this agreement, the employee should have completed the Self-Assessment form and discussed it with their supervisor.

Purpose: The following constitutes an agreement to the terms and conditions of remote work away from an OU worksite. This agreement specifies the conditions applicable to an arrangement for performing OU work, either part-time or full-time at an alternate work location, on a regular basis. See <https://hr.ou.edu/Managers-HR-Payroll-Coordiators/Remote-Work-Guidelines> for guidelines and FAQs.

Remote work may be suitable for certain University positions but not for others. It is not an entitlement and does not alter the terms and conditions of employment with the University. Approval for remote work is at the discretion of the employee's supervisor, Dean/Director, and, where applicable, the Vice President or Senior Vice President and Provost, who may establish internal standards and guidelines for their respective college or office. This agreement is subject to modification or termination at any time based on performance, operational, or business needs, and may be withdrawn or terminated. Every effort should be made to provide a minimum of two-weeks' notice prior to modification or termination of an agreement (timeline is subject to management discretion), but that is not guaranteed.

Employee - Please indicate Yes or No:

- Will you be working and/or residing outside the state of Oklahoma during the remote work assignment?
- If you answered "Yes," you must complete an Out-of-State Request form with this Remote Work Agreement. You can access the [Out-of-State Request form here](#).

EMPLOYEE INFORMATION

Name (Last, First): _____ Title: _____ EMPL ID: _____

Department: _____ Supervisor Name/Ph #: _____

Position Type: _____ If Faculty:

Please confirm if this arrangement is: Temporary Recurring Is this a renewal request?

Assigned Full Time Equivalency (FTE): _____ Is there a university-sponsored visa? _____

AGREEMENT TYPE Please confirm if this arrangement is:

Full-Remote: an arrangement that allows an employee to work their assigned FTE entirely at an Alternate Work Location other than an OU worksite (not appropriate for most full-time faculty appointments).

Hybrid-Remote: an arrangement that allows an employee to work part-time at an Alternate Work Location other than an OU worksite.

Alternate Work Location Street Address*: _____

City: _____ State: _____ Zip Code: _____

**Note: Any permanent or temporary change to the location must be approved by the supervisor in advance. Permanent changes may require a revised agreement.*

Start Date: _____ End Date: _____ Review Period: _____

WORK SCHEDULE

Days and hours when working at approved off-site location. **Indicate time zone.**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
End Time							

Nonexempt employees must record actual time worked. Core hours defined in the Work Plan may include details about lunch and break times.

Days and hours when working at OU site. **Indicate time zone.**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Time							
End Time							

Nonexempt employees must record actual time worked. Core hours defined in the Work Plan may include details about lunch and break times.

WORK PLAN

The following work plan outlines the agreed upon standards for work at the alternate site (e.g., variable schedules [if approved]), communication requirements, office coverage, electronic meeting protocols, shared office space, how assignments will be received and returned, phone coverage and reporting in to the supervisor).

Terms of Agreement

(Please read these terms and conditions carefully before signing this Remote Work Agreement.)

WORK SCHEDULE

- I agree to maintain regularly scheduled and approved work hours and to be fully accessible from my assigned work location during those hours.
- I recognize that schedule and location changes may be made at the discretion of my supervisor.
- I agree to obtain prior approval from my supervisor before working overtime (if a non-exempt employee).
- I agree to accurately report work hours and strictly adhere to required rest and meal breaks in full compliance with any policies or any applicable law (if a non-exempt employee).
- I understand that I may be required to work hours at the OU worksite or temporarily revise the work schedule for business reasons or business continuity at the discretion of my supervisor.

POLICIES

- I agree to abide by all OU policies and procedures including University-recognized holidays and annual leave/sick leave policies.
- I recognize that remote work does not change the conditions of employment or applicability of University policies.

DUTIES AND ASSIGNMENTS

- I understand that I am expected to maintain a level of productivity, performance, communication, and responsiveness that would be considered standard for working at a regular OU worksite.
- I agree to adhere to the Remote Work Plan agreed upon with my supervisor, detailed above, outlining the standards for work at the alternate site (e.g., variable schedules (if approved), communication requirements, office coverage, electronic meeting protocols, shared office space, how assignments will be received and returned, phone coverage and reporting in to the supervisor).
- I recognize that my supervisor reserves the right to assign other work, as necessary, at any worksite.
- I recognize that job responsibilities, standards of performance, and performance reviews will occur as if I were at a regular OU worksite.
- I recognize that effective communication is essential for this arrangement to be successful and agree to maintain a presence and be available to my supervisor, direct reports, coworkers, work teams, and customers with the same response times as if at a regular OU worksite.
- I agree to maintain contact when remote working and will notify my supervisor (in advance) of any requested changes in my posted work schedule.

WORKING ENVIRONMENT

- I understand that I am responsible for ensuring a worksite environment at my Alternate Work Location that is suitable for accomplishing my regular job duties during scheduled hours of work and, if applicable, arranging for appropriate dependent care. This includes an appropriate on-line meeting presence (e.g., camera on during meetings and background blurred or appropriate background used).

SAFETY

- I agree to maintain a safe and secure work environment.
- I understand I am responsible for arranging the Alternate Work Location in an ergonomically sound manner, at my own expense, and that [OU Environmental Health & Safety](#) is available as a resource to provide me with information on a safe and ergonomically sound worksite.

- I agree to report any work-related injuries to my supervisor at the earliest opportunity, and I agree to hold the University harmless for injury to myself and others at the Alternate Work Location.
- I agree not to conduct in-person work-related meetings at the Alternate Work Location.

REIMBURSABLE AND UNALLOWABLE EXPENSES

- I understand that my arrangement for working from home (or other approved Alternate Work Location) is not on travel status and I am not eligible for meal reimbursement. Similarly, meals taken at home or other alternate locations (or delivered) during a web conference business meeting are not reimbursable.
- I understand that my department will evaluate on a case-by-case basis where reimbursement is necessary with specific needs not already met with existing resources and allowable only if University-issued office equipment (e.g., computer, printer, keyboard) can't be relocated or if I do not already have personal equipment at the alternate worksite to enable me to perform my work duties.
- I understand that requests for reimbursement for the business use of a cellular phone or similar device purchased with my own funds is at the department discretion, in accordance with OU policies and procedures.
- I understand that no reimbursement will be made for business calls or a percentage of total business calls made within the package minutes covered under my cellular plan.
- I understand that other expenses (utilities, rent, furniture, etc.) will not be reimbursed, consistent with OU policy and procedures.
- I understand that should I work remotely for a portion of my workday where a block of work is worked at home and another block of work is worked at the office, the time in between used to commute is not compensable travel time. Non-exempt, on-call employees who are called in to work on campus should confirm with their supervisor if their travel time is compensable.

EQUIPMENT/RECORDS/SECURITY

- I understand that OU-owned/OU-leased equipment (tagged and untagged) used at a location other than an OU worksite must be logged on an [OU Equipment Checkout Form](#) to ensure accurate tracking of OU property.
- I agree to use University-owned records, materials, and equipment for University business purposes only and to protect them against unauthorized or accidental access, use, modification, destruction, loss, theft, or disclosure. I understand that I am responsible for reviewing and complying with [Guidelines related to the Retention of University Records](#).
- I understand that the University will provide for repairs to University equipment when damage to that equipment occurs during the course and scope of my job duties and during my work hours. I understand that when I use personal equipment, software, data, supplies, and furniture, I am responsible for maintenance and repair of these items unless other arrangements are permitted by University policy and have been made in advance and in writing with my supervisor.
- I agree to allow the University access to maintain, repair, inspect, or retrieve University-owned/University-leased equipment, software, data, supplies, and furniture at the Alternate Work Location upon reasonable notice.
- I understand when working with OU data from any computer or mobile device, whether OU-owned/OU-leased or personally owned, onsite or offsite, I must comply with the [OU Data guidelines](#). I will check with my supervisor when there are specific questions about the security of information systems or data. Additionally, I understand that I must report any instances of loss, damage, or unauthorized access to data or equipment to OU's Office of Information Technology (www.ou.edu/ouit) and to my supervisor as soon as possible.
- I agree that I will maintain reliable and secure network connection and telephone service (land or cell), at my cost, to support my work activities.
- I agree to ensure OU information is not used or disclosed in violation of [FERPA](#), [HIPAA](#), or other state or federal laws, regulations, contracts, or OU policies and procedures.
- I agree to return all University-owned and University-leased equipment for inspection, repair, replacement, or repossession with 7 calendar days' written notice. I agree to return University equipment, records, and materials within 7 calendar days of the termination of my position or the Remote Work Agreement.
- I understand all equipment, records, and materials provided by the University remain the property of the University

OTHER

- I understand that I am solely responsible for any and all tax and/or insurance consequences/deductions, if any, of this arrangement and for conformance to any local laws/regulations (including but not limited to local zoning laws/regulations).
- I understand that the University will not provide individual guidance regarding potential tax or insurance implications arising from this Remote Work Agreement nor any guidance regarding any local laws/regulations that may apply. I am encouraged to consult with my own legal and/or tax/or insurance professional.
- I understand that all obligations, responsibilities, terms, and conditions of employment with the University remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.
- I understand that approval for Out-of-State employment with OU is subject to the terms of the Remote Work Agreement and that the University reserves the right to modify this agreement in response to changes in OU policies or to ensure compliance with federal or state requirements.

I hereby affirm by my signature that I have read the Remote Work Guidelines for Employees and this Remote Work Agreement and understand and agree to all provisions and terms therein. See <https://hr.ou.edu/DesktopModules/OUHR/DMS/GetFile.ashx?id=794F39416B6B516A6B735A65414E7448586C4D5958413D3D>

Employee Signature	Print Name	Title	Date
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Supervisor -

Supervisor Signature	Print Name	Title	Date
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I have completed the OU Equipment Checkout form for this employee and will keep it updated: _____ (Supervisor's initials)

Dean/Director - REASON FOR REMOTE WORK

One (1) reason only for remote work **MUST** be selected:

- Office Space Availability:** At full capacity (e.g., lack sufficient space for entire team) and acquiring additional office space would be an added cost.
- Outside Business Hours:** Employees perform their job responsibilities outside standard business hours (e.g., evenings, weekends, holidays).
- Not Feasible:** In-office work is not feasible (e.g., field locations, on-line instruction, off-campus or out-of-state work location).
- Other Reasons:** A written specific justification (no more than one sentence) below.

If you selected "Other Reasons" above, please write your specific justification (250 characters max in the comment box below).

Dean/Director Signature	Print Name	Title	Date
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Approval Required for Full-Remote and HSC Hybrid Faculty Remote Agreements:

Senior VP & Provost Signature	Print Name	Title	Date
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