NJCU | **HUMAN RESOURCES**

REMOTE WORK AGREEMENT FORM

EMPLOYEE INFORMATION

Name

Title

Department/Unit

Supervisor

Campus Workplace

Proposed Alternate Workplace

Day Employee will be Remote   M   Tu   W   Th   F

GENERAL TERMS OF THE AGREEMENT

- I have read the Remote Work Policy and agree to abide by the terms of that Policy.
- All university policies and procedures, including time and attendance reporting and leave time, continue to apply during Remote Work arrangements.
- I understand I may be required to report to the Campus Workplace on a regular Remote Workday or elsewhere as deemed necessary.
- I understand that the designated Alternate Workplace must be within an environment free of disruptions, provide the appropriate level of privacy, and be located within a Commutable Distance from NJCU and not result in the need to request an exception to the State of New Jersey's NJ First law.
- I understand that my Remote Workdays are a set schedule and that I may not switch days to accommodate personal appointments or circumstances.
- I understand that should I be unable to perform my work during my scheduled work hours on a Remote Workday or if I have a personal appointment scheduled for a Remote Workday, I must advise my supervisor and charge my accrued time accordingly.

TERMINATION OF REMOTE WORK ARRANGEMENT

This Remote Work Agreement may be modified or terminated by either the employee or the department/unit upon notice. Departments/units should give 14 calendar days' notice of termination unless extenuating circumstances make such notice impracticable. The employee should provide as much notice as possible to facilitate resumed reporting to the work location.

Supervisor Approval Signature

Divisional Vice President Signature

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TERMS OF REMOTE WORK AGREEMENT

1. Job duties to be performed during Remote Work

2. How performance will be assigned and measured

3. Work hours and procedure for reporting

4. What modes of communication will be utilized during Remote Working hours

Employee Signature   Supervisor Signature