

IV. AGREEMENT

- You are performing work for _____ (Name of Department, Agency or Program) through University Enterprises, Inc. which is your employer of record. _____ (Department, Agency, or Program) and University Enterprises, Inc. hereinafter collectively referred to as UEI.

- Subject to the terms and conditions of this agreement, your position as _____ has been approved to work from home in accordance with the following:

Beginning date:

End date or event (if applicable):

Days during the week you will be working from home

Other conditions (if applicable):

- Your working hours are typically Monday through Friday from _____ until _____, with a meal period of _____ minutes [and rest periods of _____ minutes] *(if schedule varies, check here _____ and complete schedule on last page of this agreement.)* Hours may change depending on workload and pursuant to direction from your supervisor. During these hours, you must actually perform your duties as set forth in the job description for your position pursuant to direction from your supervisor, and you must be available to other employees of UEI. Additionally, UEI may require you to provide a detailed daily accounting of the work tasks that you performed each workday. You must not perform any other work or engage in any other activities during these hours without the prior approval of your supervisor. Working from home is not a substitute for dependent care, although we realize at this time that schools and daycares may be closed and dependents may be home. For this work at home agreement, you must be dedicated to performing work for UEI during the above work hours. Providing dependent care during such hours prevents you from performing your work duties, clock out and notify your supervisor.
- You will comply with all of UEI's employment rules, practices, policies, directives, instructions and this Agreement, as well as instructions of your supervisor. A violation of any of the above may result in a termination of this Agreement and potentially other disciplinary action taken against you.
- You agree to designate a secure workspace within your home to be used during the term of this Agreement. You agree to maintain this workspace in a safe and ergonomic condition, free from hazards and other dangers to you and others, as well as to any UEI equipment, materials, and your work product.
- Any company materials taken home and your work product should be securely kept in the designated work area at home and not be made accessible to others.
- Should you be provided with a work computer, you are responsible for the repair and maintenance of such equipment so that it is in proper working condition all times and so that

it complies with all UEI data security requirements. In the event repair and/or maintenance is needed, you will coordinate with UEI. Office supplies will be provided by UEI as reasonably needed.

- You will be required to provide at your own cost and expense at your home workspace utilities necessary for the performance of work (e.g. electricity, telephone service) printing, scanning, photocopying, telephone, networking and/or Internet capabilities and equipment. If UEI, in its sole discretion, allows you to use UEI owned office equipment (such as but not limited to computers, laptops, printers, (,)85 oftadym-0.005 Tc 0.005 Tw 0.302 0 Td [(o)1.2 0.302 (a) [(a)-36

- This agreement may be evaluated on an ongoing basis to ensure that work quality, efficiency, and productivity are not compromised by the work at home arrangement described herein.
- This agreement constitutes the entire understanding between you regarding the subject matter specified herein. There are no other understandings, agreements, representations, or warranties, express or implied, not specified in this agreement

Your signature below confirms that you understand and agree to abide by the terms and conditions contained in this agreement.

You understand that this agreement does not in any way alter the will nature of your employment.

Variable Schedule

If the employee will be working a variable hour schedule, indicate the schedule here. Please note that students cannot work more than the normal maximum hours during the academic year regardless of campus or school closures.

	START TIME	END TIME	# of HOURS
<i>Sunday</i>			
<i>Monday</i>			
<i>Tuesday</i>			
<i>Wednesday</i>			
<i>Thursday</i>			
<i>Friday</i>			
<i>Saturday</i>			
<i>Total hours per week:</i>			