



Texas Southern University COVID-19 Telecommuting Form

I. Short-term Work Arrangement – Related to COVID-19

1. This is an agreement between _____ (“the department”) and _____ (“Employee”) to establish the terms and conditions for performing work at an alternate work site.
2. This agreement will begin on _____ and anticipated to continue through _____. The following conditions apply:
 - a. Employee’s telecommuting schedule is _____.
 - b. Employee’s regular telecommuting site location is _____.
 - c. Employee’s contact phone number is _____.
3. While telecommuting, Employee will:
 - a. remain accessible by phone or electronically during the telecommute work schedule;
 - b. be responsible for establishing effective communication among co-workers and customers and to check in with the supervisor to discuss status and open issues;
 - c. be available for teleconferences, scheduled on an as-needed basis;
 - d. request supervisor approval in advance of working any overtime hours (if employee is non-exempt);

II. Safety & Equipment; Information Security

1. Employee agrees to maintain an adequate, safe, and secure work environment and to report work-related injuries to Employee’s supervisor at the earliest reasonable opportunity. Employee agrees to hold the University harmless for injury to others at the alternate work site.
2. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:
 - a. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telecommute location, and shall not be reimbursed by the employer for these or related expenses. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network.
 - b. Employee agrees to protect University-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure.
 - c. Employee understands that all equipment, records, and materials provided by the University shall remain the property of the University.
 - d. No Protected Health Information or otherwise confidential information should be kept on personal electronic equipment.
 - e. Employee must follow all other software licensing and copyright laws, as well as all precautions and requirements.
 - f. Any equipment provided by the University must be properly inventoried.
 - g. Employee is required to return any equipment upon request.
 - h. If for any reason your University issued equipment is damaged and/or is not functioning properly, Employee agrees to contact the IT department as soon as possible in order to replace or repair the equipment.

III. Policies and Procedures

1. Employee agrees to abide by all University policies and procedures, including but not limited to Human Resources policies. The University requires the same adherence to these policies as required when working at the Employee’s assigned workplace.

IV. Compensation & Benefits

1. Employee compensation and benefits, including vacation, sick leave, and generally other forms of leave shall not be affected by the telecommuting arrangement.

V. Termination

1. This agreement is not a guarantee of employment and can be terminated at any time by either the University or the Employee.

I hereby affirm by my signature that I have read this Telecommuting Agreement and understand and agree to all of its provisions.

Employee's Name and T-number

Date

Supervisor's Name

Date

Please note this form is mandatory for anyone who wishes to work remotely and must be kept on file in the department and Human Resources.