



I. General Remote Work Arrangement

1. This Remote Work Arrangement and Equipment Maintenance Agreement (“Agreement”) between _____ (“department”) and _____ (“employee”) of the University of Louisville (“University”) establishes the terms and conditions for performing work at an alternate work site on a regular basis (e.g., on the same day every week, or on some routine basis).
2. This Agreement begins on _____ and continues until _____ and may be renewed if determined beneficial to the University. This Agreement may be modified or canceled in accordance with the terms and conditions of the Remote Work policy.
3. The following conditions apply:
 - a. The College of A&S remote work policy allows for one remote workday per week.
 - b. The employee’s remote work schedule is:

Day and Hours at Remote Work Site	Physical Address of Remote Work Site

Days and Hours at UofL Location	Physical Address of UofL Location

- c. In the event the employee moves, the employee is responsible for notifying the supervisor to request a modification to the existing Agreement and ensure that all applicable personnel and state tax related forms with the University are completed.
 - d. The employee’s regular work site phone number is _____.
4. The parties acknowledge that this Agreement will be evaluated on an ongoing basis to ensure that the College’s mission is best served by this arrangement and that exemplary services are provided to students, faculty, and staff.

II. Equipment Inventory Log at Remote Work Site

Equipment Type	Serial or Bar Code

Notify Inventory Control contact info

III. Employee Attestation

The employee must comply with all terms and conditions outlined in the [Remote Work policy PER 4.24](#) and this Agreement. This includes:

All existing terms and conditions of employment, including but not limited to the position description, salary, benefits, vacation, sick leave, personal leave, and overtime remain the same, as if the employee works at the regularly assigned place of employment.

A remote work arrangement does not necessarily alter the employee's scheduled work hours. The employee's work schedule and location shall be approved by the supervisor and outlined in the Agreement.

The employee must be available for communication and contact during their normally scheduled work hours, as they would be if working at their regularly assigned place of employment.

Failure of the employee to comply with these terms and conditions will result in the termination of such Agreement and may result in other disciplinary action up to and including termination of employment.

I certify the remote work schedule listed in 3b. above accurately reflects the days and hours that I work at the remote work site and the physical location of the remote work site. I certify that the equipment listed in the Inventory Log of **section II** above has been issued to me by the University and received in good working condition.

I have read, understand, and will comply with all terms and conditions of and related to the Remote Work policy PER 4.24 and this Agreement. I hereby affirm by my signature that I have read the and this Agreement and understand and agree to abide by all applicable University policies and procedures and provisions of this Agreement.

Employee Name and Title (printed)

Employee Signature

Date Signed

IV. Department Determination

_____ Approve

_____ Approve with Changes (explain):

_____ Not Approved (explain):

Supervisor Name (printed)

Supervisor Signature

Date Signed

Second Line Supervisor Name

Second Line Supervisor Signature

Date Signed

VP, Dean or Vice Provost signature is only required if initial request is not approved by supervisors. VP, Dean or Vice Provost decision is final.

_____ Approve

_____ Approve with Changes (explain):

_____ Not Approved (explain):

VP, Dean, Vice Provost Name

VP, Dean, Vice Provost Signature

Date Signed

File and retain a copy of the signed Agreement within the department throughout the duration of employee's employment. The employee and the supervisor should also keep a copy of this Agreement for future reference.