



## 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 employee’s remote work schedule is **[specify days and hours. If it varies, please include those details]**.

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

Days and Hours at UofL Location	Physical Address of UofL Location

**Additional Modifications/Information:**

- b. 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.
  - c. The employee’s regular remote work site phone number is \_\_\_\_\_.
4. The parties acknowledge that this Agreement will be evaluated on an ongoing basis to ensure that the employee’s work quality, efficiency, and productivity are not compromised by the remote work arrangement.

## 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. 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 3a. 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 Remote Work policy PER-xxx 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.*