

Remote Work Agreement

Employee Information and Remote Work Dates

Name

Today's Date

Remote work begin date

Remote work agreement review date

Contact Information

Contact phone number

Alternative contact number

Other means of contact

How will incoming campus calls be directed to you?

Remote Work Duties and Responsibilities

Describe the specific work assignments to be performed at the remote worksite, in order of priority.

Remote Work Expectations

Identify indicators of a successful agreement (schedule, quality of work, productivity, etc.)

Work Schedule

The schedule of core work hours during which you will be working remotely and will be available for contact with coworkers or for remote meetings:

Day of the Week	Start Time	End Time	Hours Per Day	Comments

Supervisor Check-in Schedule & Method

For example, copy supervisor on emails, scheduled phone or videoconference calls.

University-Owned Equipment

You are authorized to use the following [*department name here*] equipment from the University of Arizona at your remote worksite.

Equipment	University Property Number

Software

The employee agrees to have access to and be able to use the following software/applications:



In the event of **theft/loss/damage to equipment** or **employee injury occurring during work hours**, complete the online incident report at <https://risk.arizona.edu/insurance/incident-reporting> and contact your supervisor.

In the event of issues using University technology, phone UITs at 520-626-TECH.

Employee-Owned Equipment

You agree to supply the following equipment/materials necessary to work remotely.

Equipment/Materials	Notes/Comments

Acknowledgments

1. I understand that the University of Arizona or my supervisor may terminate this agreement at any time
2. I understand that I may access Regulated, Confidential, or Internal University of Arizona information while working remotely. I agree to follow the same information security and confidentiality guidelines I would follow at my normal worksite. I will secure this information from view by members of my household (see [UA Security Resources](#) on [security.arizona.edu](#)).
3. I understand I am responsible for returning all University-owned equipment to my department in good condition. I will promptly notify the University of any loss, theft, or damage occurring to University property.
4. In the case of injury, theft, or loss or liability, I permit agents of the University of Arizona (e.g., UAPD, Risk Management) to investigate and inspect the remote worksite.

Agreement and Signature

I have read and I understand this agreement. I agree to abide by and operate in accordance with the terms and conditions described in this agreement. I agree that the sole purpose of this agreement is to regulate the conditions of remote work and that it constitutes neither an employment contract nor an amendment to any existing contract.

Employee Signature

Date

Supervisor Signature

Date



Resources Checklist

The following list is provided to help you and your supervisor consider all equipment you may need to work productively at home:

- Cell phone
- Landline/voice mail
- Department contact list with cellphone/remote contact numbers

- Laptop/tablet/desktop computer
- Printer
- Scanner/copier
- Flash drive/remote storage
- Internet access/Wi-Fi
- Access to Microsoft 365, Outlook, Skype, Zoom, Box, statistical software, graphic/design tools, cloud-based resources

- Calculator
- Work area
- Lighting
- Chair
- General office supplies (pens, paper, stapler, etc.)
- Professional equipment/tools