



WOU Remote Work Agreement

Remote Work

- Means working on a regular or part-time basis, one or more days each workweek from a location other than their centrally located worksite. Working off site at a location, preferably a home-office, that is part of an established arrangement that allows an employee to work at a work location other than a WOU worksite. Remote work can occur in the Monmouth/Independence area, anywhere in Oregon, or an approved location in the United States. In some situations, remote workers may not have an assigned campus worksite.
- See the remote work policy for information and guidelines.

Employee Information

| | | | |
|----------------------|-----------------|----------------|-------------------|
| Employee Name | | Employee ID | |
| | | V | |
| Employee Class | Position Number | Position Title | |
| | | | |
| Department/Division | | Reports to | |
| | | | |
| Remote Work Location | | FT/PT | Exempt/Non-Exempt |
| | | | |

Work Schedule

| | |
|---|--|
| Effective Date of Remote Work | Remote Work Schedule (Indicate days of week and hours per day) |
| | |
| Will the remote work schedule be the same each week? If no, explain? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | |
| List duties while working remotely (or attach PD) | |
| | |



Equipment/Supplies

| |
|--|
| List any University equipment, software and or supplies being utilized at remote work location (included WOU Property Number, if applicable) |
| |

Acknowledgement

By signing below, I attest that I have read and understand the WOU Remote Work Policy and Guidelines.

| | |
|--|--|
| Employee Printed Name | Employee Signature/Date |
| | |
| Supervisor Printed Name | Supervisor Signature/Date |
| | |
| Senior Leadership Officer Printed Name | Senior Leadership Officer Signature/Date |
| | |
| HR Printed Name | HR Signature/Date |
| | |
| President Printed Name (If applicable) | President Signature/Date (If applicable) |
| | |

HR USE ONLY

| | |
|--|------|
| Received by | Date |
| | |
| Actions Taken | |
| <input type="checkbox"/> NBAJOBS <input type="checkbox"/> Electronically Filed | |
| <input type="checkbox"/> Other: | |