



UNIVERSITY OF
NEW ENGLAND

INNOVATION FOR A HEALTHIER PLANET

COVID-19 Temporary Remote Work Plan

Employee Name: _____

Employee Title: _____

Employee Email: _____

Employee Phone: _____

Manager: _____

Manager Title: _____

Type of Request:

Tele-work

Flex-time

Completed by employee requesting tele-work:

Please detail when, where, and how you will complete your job responsibilities. Include details of the technology you currently have and might need to be able to complete your job responsibilities:

Completed by employee requesting flex-work:

Please detail requested work schedule. If there will be an impact on completing your job responsibilities, please detail how those responsibilities will be completed.

I understand and agree to the Temporary Tele-work And Flex-work Guidelines (restated below). I understand that this is a temporary arrangement in light of the COVID-19 situation and will not be an on-going accommodation. This decision is made at the discretion of my supervisor/manager. Tele-work and Flex-work arrangements are subject to ongoing review and may be subject to termination at any time based on performance concerns, organizational needs, or team structural changes.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Check here to indicate you are sending email approvals in lieu of ink or Adobe Digital Signature

General Provisions/Guidelines for tele-working and flex-working:

- Employees requesting to work remotely must be able to fulfill their work responsibilities remotely.
- Employees are responsible for having adequate internet and other accessible technology to be able to complete their tasks.
- While teleworking, the employee shall be reachable by telephone, Zoom or email during agreed upon work hours. The employee and supervisor will agree on expected turnaround time on responses.
- All University and department policies, procedures and standards of conduct that apply to employees working on campus apply when an employee telecommutes.
- The teleworker will have regularly scheduled work hours agreed upon with the supervisor. These hours will include regular core hours for accessibility. The agreed upon work schedule will comply with FLSA regulations. The teleworker will attend job-related meetings, training sessions, and conferences, as requested by supervisors. This could be accomplished through the use of technology: Zoom, conference calls, etc.
- The employee will ensure the confidentiality of University data, records, and other information used, stored, or accessed at home.
- Ideally, the teleworker must establish and maintain a dedicated workspace that is quiet, clean, and safe, with adequate lighting and ventilation. The teleworker will not hold business visits or meetings with professional colleagues, customers, or the public at the home worksite. Meetings should be held at the campus office or via technology such as Zoom or conference calls, not at home.
- The teleworker is responsible for having an ergonomically appropriate workspace.
- Home worksite furniture and equipment shall generally be provided by the teleworker. In the event that equipment and software is provided by UNE at the telework-site, such equipment and software shall be used exclusively by the teleworker and for the purposes of conducting UNE business. Software shall not be duplicated.
- The University will not reimburse the employee for the cost of expenses related to the work area, including heat, water, electricity, and any insurance coverage not provided by the University. Personal tax implications, if any, related to the work area shall be employee's responsibility.

- The ability to work in an off-site location is a matter of the University's absolute and unilateral discretion and exists for no purpose other than the convenience of the University and employee.
- Any University equipment provided for an employee's home use should be documented as University property and will be returned by the employee when the telecommuting agreement concludes or the employee's employment with the University ends. If necessary, the employee will bring University provided equipment to a University-designated location for maintenance and repairs. The employee will be responsible for:
 - any intentional damage to the equipment;
 - damage resulting from gross negligence by the employee or any member or guest of the employee's household;
 - damage resulting from a power surge if no surge protector is used;
 - maintaining the current virus protection for software.
- UNE may pursue recovery from the teleworker for UNE property that is deliberately, or through negligence, damaged, destroyed, or lost while in the teleworker's care, custody, or control. Damage or theft of UNE equipment that occurs outside the employee's control will be covered by UNE. Teleworkers should check their homeowner's/renter's insurance policy for incidental office coverage. UNE does not assume liability for loss, damage, or wear of employee-owned equipment.
- The University will provide supplies for the employee's use while working from home consistent with supplies provided to other employees.
- Typically, telework is not a substitute for childcare or other dependent care. Teleworkers should make or maintain childcare arrangements to permit concentration on work assignments. However, during this time of the COVID-19, which has resulted in schools closing and other child care arrangements being impacted, the teleworker should work to coordinate family demands with work tasks. Maintaining open and regular communication between the teleworker and their manager is vital to establishing an understanding of work expectations .
- The employee will be covered by workers' compensation for job related injuries that occur in the designated workspace, including the teleworker's home, during the defined work period. In the case of injury occurring during the defined work period, the employee shall immediately report the injury to the supervisor. Workers' compensation will not apply to non-job related injuries that might occur in the home. UNE does not assume responsibility for injury to any persons other than the teleworker at the telework-site. In case of injury, theft, loss, or tort liability related to telework, the teleworker must allow agents of UNE to investigate and/or inspect the telework site. Employees should note that some homeowner's policies do not automatically cover injuries arising out of, or relating to, the business use of a home. For the employee's protection, employees should have their homeowner's/tenant's liability policy endorsed to cover bodily injury and property damage to all third parties arising out of or relating to business use of their home.
- Actions that the telecommuter may take during break periods from working and actions not directly related to working in the home approved work site will not be covered under Workers' Compensation. These non-covered actions include, but are not limited to, all actions that the employee would not be able to perform in his/her regular cubicle or office, or which are directly related to the operation of the home. Examples of such non-covered actions include caring for children, pets, domestic tasks, yard work, retrieving mail, etc.
- Products, documents, and records developed while teleworking are the property of UNE.
- The teleworker must obtain supervisor approval before taking leave time in accordance with UNE policy.
- Overtime eligible employees must report all worked time and must receive prior approval by their supervisor to work overtime.

Employee's initials, indicating understanding and agreement of guidelines: _____