

## **REMOTE WORK AGREEMENT**

All Willamette employees are required to work on Campus, however, where appropriate an employee may also work remotely, in Oregon, for up to two days per week. This Agreement is intended to ensure that both the manager and the employee have a clear, shared understanding of the employee's remote work arrangement.

This Agreement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. The employee's employment with the University remains at-will. The University may terminate the employment relationship or remote work agreement at any time.

This Agreement and the remote work arrangement are in the context of and subject to Willamette's Remote Work Policy for Non-Faculty Employees.

### **EMPLOYEE INFORMATION**

Employee Name:

Job Title:

Department:

Manager:

Arrangement requested by:    Employee    Employer

### **REMOTE WORK ARRANGEMENT (select one):**

1 day per week

2 days per week



Remote work agreements must be renewed at least annually. Temporary and short-term modifications to this agreement should be discussed between the employee and manager. Long-term or substantive modifications should be documented by revising this agreement.

I have read and understand Willamette's Remote Work Policy for Non-Faculty Employees. I understand that I will not be provided special equipment to work remotely.

I understand that I am required to comply with all timekeeping and overtime regulations defined by state or federal law (e.g., the Fair Labor Standards Act), or University policy.