



Employee Name:	Employee ID:
Start Date for Agreement:	Job Title:

**Instructions:**

1. Review Alternate Work Webpage and Remote Work handbook (if applicable).
2. Fill out all required fields on form.
3. Obtain all required signature.
4. Employee and supervisor retain a copy of this agreement and send final document to Systemhr@cu.edu

**Arrangement (check all that apply):**

- Flexible work schedule: Change to regular work schedule (complete and sign page 1)
- Remote Work (complete and sign pages 1-3)

**Scheduled Work Hours**

	New Hours	Work Remotely	Onsite
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

This agreement is made with the understanding that the alternate work arrangement will not adversely affect the work and services provided by the department, or productivity and work quality. The employee remains obligated to comply with all federal, state and university laws, rules, and policies. The employee understands and agrees that they have no right to continue this alternate work arrangement, and the University, at its discretion, may alter or terminate the arrangement at any time.

I have read the policy, understand it, and agree to the conditions in this Alternate Work Agreement Form. I understand that the alternate work arrangement may be withdrawn at any time, if in the supervisor's view; it is no longer in the best interest of the office to continue.

\_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Department Head Date

\_\_\_\_\_  
Supervisor Date

**Continue to page two and three for remote work arrangements.**



## Remote Work Arrangement

Address of Remote Work: \_\_\_\_\_

Alternative Phone Number: \_\_\_\_\_

## Terms of Agreement

The duties, responsibilities, and conditions of employment remain unchanged. The employee must comply with all university policies and procedures while working off-site.

Salary and benefits remain unchanged and injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the University workers' compensation policy.

The staff member must report any such work-related injuries to their supervisor immediately. CU is not responsible for injuries or property damage unrelated to such work activities that might occur in the remote work setting.

Overtime compensation (for non-exempt staff), vacation, and sick leave will continue to be based on hours paid during the remote work arrangement. Requests to work overtime, use vacation, or take other time off from work must be pre-approved in writing by the employee's supervisor.

According to the terms of this Agreement, the off-site work schedule is detailed on the first page. For non-exempt employees, this specification must be in accordance with the Fair Labor Standards Act (FLSA) guidelines. If the staff member needs to change their schedule, they agree to obtain advance written approval from the supervisor.

The employee's use of equipment, software, and all other resources provided by CU System is limited to the purposes of remote work and is not intended for personal use. The decision to remove or discontinue use of the resources listed in this agreement shall rest entirely with CU System. All equipment provided to the employee will be documented below.

The employee agrees to abide by the University of Colorado's information security requirements with regards to the protection of sensitive university information from unauthorized or accidental access, use, modification, destruction, or disclosure. Only university-provided computers, including mobile computing devices, should be used to access or handle sensitive university information. If you must use a personal computer, it is recommended that you use remote desktop to connect to your university-provided computer. The employee must have and maintain VPN connectivity during work hours.

Any suspected information security incident must be reported as soon as possible to [security@cu.edu](mailto:security@cu.edu) or call 303-860-HELP (4357).

Remote work is not a substitute for ongoing childcare or adult care with exception to catastrophic events where a continuity of operations plan is in place.

Upon termination of employment, all university property must be returned to the University of Colorado within 10 business days, unless other arrangements have been made.



**Remote Work Agreement**

Date	Supervisor Initials	Employee Initials	Description
			Employee and supervisor have reviewed the employee's job description and have documented any special projects they have been assigned.
			Employee will maintain contact with the office and customers by telephone, email, Teams, or other means during the agreed-upon work hours. Supervisor has set expectations for communication of work product.
			Expectations have been set regarding performance.
			Employee has been issued a CU laptop (and other necessary equipment), VPN has been established, and items have been inventoried below.
			Employee has a designated workspace off-site that is clean, safe, and free of hazards and distractions
			Employee and supervisor have discussed the remote work handbook, including the responsibilities of both the supervisor and employee.

**Equipment Inventory**

Please document all equipment that is checked out to the employee below.

Equipment Type	Asset Tag #