

NORTHWESTERN STATE UNIVERSITY Remote Work Agreement

The **Remote Work Agreement** is to be completed for employees approved for **Hybrid work** or **Fully remote work**. The agreement should be completed upon the approval of one of these arrangements and at least annually thereafter.

Employee Information	
Name:	
Office/Department:	
Job Title:	
Supervisor:	
Work Arrangement: <input type="checkbox"/> Hybrid Work <input type="checkbox"/> Fully Remote Work	
Official NSU Domicile: <input type="checkbox"/> Natchitoches <input type="checkbox"/> Shreveport <input type="checkbox"/> Leesville <input type="checkbox"/> Alexandria <input type="checkbox"/> Other	
Physical Address of Remote Worksite:	
Remote Worksite Environment Location (<i>ex: 2nd floor home office</i>):	
Agreement Start Date:	3 Month Review Date:
Annual Review Date:	

Work Schedule

A work schedule is to be discussed and agreed upon between the supervisor and employee. The schedule should be set to support NSU’s needs and to reflect the department and employee workflow. Employees will be available during the listed work hours via phone, email, and/or video conference on and off campus. The schedule can be adjusted at any time to better support NSU (a new agreement must be signed and returned to HR if the employee’s schedule is altered).

Please list the agreed upon work schedule and enter hours as a range, i.e., 8:00 am – 5:00 pm.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
On Campus							
Off Campus							
Additional Notes:							

Acknowledgments

Technology & Security Acknowledgment	
<input type="checkbox"/> I agree	I will comply with the NSU Information Technology Services Policies and Procedures . I will ensure strict confidentiality and control of all confidential and sensitive information; I will ensure that confidential and sensitive information in paper form is stored in a locked desk or file cabinet. I will not transfer proprietary or sensitive university information to a personal device.
<input type="checkbox"/> I agree	I understand that if I utilize my office phone off campus (e.g., MS-Teams), I should NOT use it to make emergency 911 calls. I understand that the 911 dispatch center will not know my current location if I access my off campus office phone to make an emergency call.

<input type="checkbox"/> I agree	I will ensure proper care and storage of all NSU-issued property and equipment. Any property and/or equipment that is issued to me will be returned upon my separation or the discontinuation of my remote or hybrid work arrangement, as applicable.
Job Performance Expectation Acknowledgment	
<input type="checkbox"/> I agree	I will be available for contact during the established work hours. If I am not available, I will notify my supervisor.
<input type="checkbox"/> I agree	Remote or hybrid work does not alter my position duties and responsibilities. I will be accountable for working the number of hours agreed upon and providing evidence of work produced or objectives met as requested.
<input type="checkbox"/> I agree	I understand there may be occasions where I may be required to attend work on campus during normal remote time.
Policy Acknowledgment	
<input type="checkbox"/> I agree	I have read NSU’s Remote Work Arrangements Policy. I agree to abide by the policy and all terms outlined in this agreement. Alterations cannot be made to this agreement without the prior approval of my supervisor.
<input type="checkbox"/> I agree	I understand that I am responsible for complying with all NSU policies and procedures, including without limitation those policies and procedures concerning the use of NSU equipment and resources, employee conduct, and proprietary and confidential information (including but not limited to the protection of student, volunteer, alumni and donor records and information).
<input type="checkbox"/> I agree	I understand that I will not be reimbursed for expenses as noted in the policy.
<input type="checkbox"/> I agree	I will not use my remote or hybrid work arrangement for the purposes of having another job during my established working hours.
<input type="checkbox"/> I agree	I will not use my remote or hybrid work arrangement to provide child or other dependent care.
<input type="checkbox"/> I agree	If I have an accident or am injured during established work hours and in conjunction with my regular work, I will report the accident immediately to my supervisor and follow all established accident/incident reporting procedures.
<input type="checkbox"/> I agree	I will alert Human Resources in the event the address of my remote work location changes.
<input type="checkbox"/> I agree	I understand that remote work arrangements can be changed or terminated at any time.
<input type="checkbox"/> I agree	I understand that this Remote Work Agreement and my work-at-home arrangement do not constitute a contract of employment between NSU and me; should not be construed as creating a contract between NSU and me; and that this arrangement does not alter my status as an at-will employee of NSU. I also understand that NSU reserves the right to terminate, change or modify this arrangement, or its guidelines and policies at any time.
Remote Work Environment Expectations	
<input type="checkbox"/> I agree	I will establish and maintain an ergonomically appropriate work environment. I will ensure that I can complete my work professionally and distraction free.
<input type="checkbox"/> I agree	I will forward my office phone to my cell phone or dedicated landline while working remotely.
<input type="checkbox"/> I agree	Remote work locations should include a wired internet connection or have sufficient Wi-Fi to provide adequate network connectivity.
<input type="checkbox"/> I agree	I understand that NSU is not liable for any injuries to family members, visitors, and others in the remote work site. Employees working remotely or on a hybrid basis must carry homeowner’s or tenant/renter’s insurance that covers personal property and third-party injuries arising out of or relating to the use of the home under a Remote Work Agreement and should consult their personal insurance carriers for advice.
<input type="checkbox"/> I agree	Remote or hybrid workers are not permitted to host colleagues or work visitors/associates at their alternative work site.

Employee Acknowledgment	
Name:	Date:
Signature:	

Supervisor Acknowledgment	
Name:	Date:
Signature:	

Vice President/Division Head Acknowledgment	
Name:	Date:
Signature:	

Human Resources Acknowledgment	
Name:	Date:
Signature:	

Completed By Human Resources

<input type="checkbox"/> Agreement in Employee Personnel File
<input type="checkbox"/> Work Schedule Form updated and in Personnel File