



# Formal Teleworking Agreement

This Formal Teleworking Agreement is necessary to set the terms and conditions between the teleworking employee, their department, and the University. Before beginning a formal teleworking arrangement, employees and supervisors must first read the Teleworking Policy.

Employee Name:	ULID:
Job Title:	Department:
Supervisor Name:	Supervisor Job Title:
Telework Arrangement Effective Dates:	Termination Date: _____ <small>*To be completed by the Office of Human Resources upon termination of the Teleworking Arrangement.</small>

**As an employee of the University entering into this Formal Teleworking Agreement, I understand and agree to the following:**

- The ability to participate in a Formal Teleworking Arrangement is not an entitlement. It is granted on an individual basis by the employee’s Supervisor and approved by the Office of Human Resources.
- While Formally Teleworking, my job responsibilities and standards of performance remain the same as when working in the usual workplace. The quantity, quality, and timeliness of my work are expected to be maintained or enhanced.
- Formal Teleworking Arrangements may be temporarily adjusted to have employees meet critical deadlines or attend important meetings.
- Formal Teleworking arrangements are not considered permanent. Additionally, the university reserves the right to terminate, alter, or temporarily suspend an employee’s authorization to Formally Telework due to performance concerns, organizational needs, or team structural changes. Supervisors will, to the extent practicable, provide appropriate advance notice of the modification of the Formal Teleworking Agreement. Employees may not grieve the university’s decision to modify the Formal Teleworking Agreement.
- I have read and understand the Teleworking Policy.

**It is expected that I will:**

- If I am a non-exempt employee, not work overtime or compensatory time without prior approval.
- Keep my team members informed of any teleworking days or time not available and out of office.
- Let my supervisor and team members know as soon as possible if I will need to adjust my schedule during the day or week.
- Be reachable at all times by phone, chat, text, or email, as if I were working in the office.
- Come into the office when physical presence is essential.

I have read and understand the expectations indicated on the Formal Teleworking Arrangement form and certify that I have read and agree to the terms and conditions as defined in the Formal Teleworking Agreement. I understand that my failure to adhere to the expectations set by my supervisor may have an adverse effect on my employment and may result in disciplinary action including, but not limited to, the immediate termination the teleworking arrangement and this agreement.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Once all signatures are obtained, Teleworking Agreement form must be forwarded to the Office of Human Resources at [humanresources@louisiana.edu](mailto:humanresources@louisiana.edu) to be stored in the employee personnel file.