



UNIVERSITY of
LOUISIANA
L A F A Y E T T E

Situational Teleworking Agreement

This Situational Teleworking Agreement is necessary to set the terms and conditions between the teleworking employee, their department, and the University. Before engaging in Situational Telework employees and supervisors must first read the Teleworking Policy.

Employee Name:	ULID:
Job Title:	Department:
Supervisor Name:	Supervisor Job Title:
Reason for Situational Telework:	Duration of Situational Telework (Duration must be indicated in hours or dates) Hours: _____ Start Date: _____ End or Termination Date: _____

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

- The ability to participate in Situational Telework is on a case- by-case basis. It is requested by the employee’s supervisor and approved by the Department Head.
- While situationally 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.
- Situational Teleworking is not Formal Teleworking. It is for a fixed duration of time and where hours worked are not part of a previously approved, on-going, and regular telework schedule.
- I have read and understand the Teleworking Policy.

It is expected that I will:

- If I am a non-exempt employee, I will not work overtime or compensatory time without prior approval.
- Where applicable, keep my team members informed of any teleworking days or time not available and out of office.
- Be always reachable by phone, chat, text, or email, as if I were working at the Primary Worksite.

I have read and certify that I have read and agree to the terms and conditions as defined in the Situational Teleworking Agreement. I understand that my failure to adhere to the expectations set by my leadership may have an adverse effect on my employment and may result in disciplinary action including, but not limited to, termination of this agreement.

Employee

Date

Supervisor

Date

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