



COVID-19 Teleworking Agreement

This Teleworking Agreement is necessary to set expectations and foster transparency between the teleworking employee and his/her department and the University. Before beginning a teleworking arrangement, employees and supervisors must first review and acknowledge the Teleworking Policy.

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

- The ability to participate in a teleworking arrangement is not an entitlement. It is granted on a case-by-case basis by the employee's supervisor and approved by the appropriate Vice President.
- While teleworking, my job responsibilities and standards of performance remain the same as when working on-campus. The quantity, quality, and timeliness of my work are expected to be maintained or enhanced.
- Not all teleworking arrangements requests may be granted; the supervisor may request an adjustment in a proposed flexible schedule to cover the department's operational schedule or business needs.
- Teleworking arrangements may be temporarily adjusted to have employees meet critical deadlines or attend important meetings.
- Teleworking arrangements are not considered permanent and may end at any time due to performance concerns, organizational needs, or team structural changes. Generally, the supervisor or the employee should give at least 30 days' notice in advance of ending or changing an arrangement; business needs permitting.
- I have received, read, understand, and acknowledge 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.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Once all signature approvals are obtained, agreements should be forwarded to Human Resources at humanresources@louisiana.edu to be stored in the employee personnel file.