



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

Teleworking Agreement

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

Employee Name:	ULID:
Job Title:	Department:
Supervisor Name:	Supervisor Job Title:

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 Office of Human Resources.
- While 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.
- 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 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 Teleworking Arrangement form and certify that I have read and agree to the terms and conditions as defined in the 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 withdrawal the teleworking arrangement.

 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 to be stored in the employee personnel file.