

## Loyola University Maryland –Remote Work Agreement (*Staff and Administrator*)

The supervisor will review the remote work proposal and assess the request based on position, employee, and supervisor suitability for the request. After the recommendations are approved by HR, the supervisor will complete and sign this Agreement, and obtain the employee and divisional VP/Dean signature. Submit the completed Agreement form to HR for review, distribution, and placement in the personnel file. Remote work will not begin until the remote work Agreement has been signed by all parties. This form is used for voluntary remote work arrangements. Contact HR with questions.

### **General Information:**

Employee Name: \_\_\_\_\_ Employee Email \_\_\_\_\_  
 Employee Phone Ext. \_\_\_\_\_ Emp Cell/Home phone if applicable \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Emp ID: \_\_\_\_\_ Division: \_\_\_\_\_ Dept: \_\_\_\_\_  
 FLSA Status: \_\_\_ Exempt (salaried) \_\_\_ Non-Exempt (hourly)  
 Supervisor Name: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_ Supervisor Ext. \_\_\_\_\_  
 Current on-site office building, and suite number, office # (if applicable): \_\_\_\_\_

<b>Employee Remote Work Location (print below)</b>			
(Street address)	(City)	(State)	(Zip)
Start date of remote work arrangement: _____			

**Note the normal working scheduled hours in this box (i.e., Monday through Friday, 8:30am – 5:00pm EST)**

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### **Normally Approved Remote Days**

### **Check Remote or On-site as applicable**

Day of Week	Remote	On-site
Monday:		
Tuesday:		
Wednesday:		
Thursday:		
Friday:		
or, Fully Remote (100% - check “remote”)		

### **Or check one of the below for Approved Option:**

### **Check one below:**

3 Days per week remote (fluctuating days of the week based on business needs as scheduled)	
4 Days per week remote (fluctuating days of the week based on business needs as scheduled)	
5 Days per week remote (fluctuating days of the week based on business needs as scheduled)	
Other (describe here):	

Employee will obtain supervisor approval for working other than the designated work schedule. All University and departmental policies and procedures for attendance and/or time off must be followed.

### **General Provisions:**

**Agreement Obligation:** Remote work arrangements do not change the conditions of employment or required compliance with all University policies and department policies and guidelines; including but not limited to those in Loyola’s Staff and Administrator Policy Manual. This Agreement is not a contract or promise of employment, and it in no way alters the staff or administrator at-will employment relationship with Loyola University Maryland.

**Job Duties:** The Employee's work status, job description, essential job functions, and duties and responsibilities are not changed as a result of this Agreement. The supervisor may require periodic, and on-demand written reports on work progress.

**Remote Work Location and Environment:** A signed Remote Work Agreement is valid only for the employee, position, and remote work location noted in this Agreement. Should an employee move into another position at the University, or choose to move to a different state, county, or country, the Agreement becomes null and void. Refer to the Remote Work Policy for additional information. Remote work is being approved as a conditional privilege based on the preference of the Employee; it is not a requirement of employment. Loyola is not responsible for the setup or operating expenses of the Employee's remote work office, including but not limited to home maintenance, remodeling, furniture, or lighting, nor for repairs or modifications to the home office space and/or other costs incurred by the Employee in connection with remote work. Employee is responsible for maintaining a safe and appropriate work environment within their home for work purposes, that is appropriately confidential and free from hazards and distractions. Employee will not permit non-work-related events and activities to disrupt or interfere with work at the remote work site. Employee will not use scheduled work time to provide dependent or elder care. The University reserves the right to inspect the home office to determine compliance with applicable safety standards. Reasonable effort will be made to schedule visits in advance and will be during the Employee's scheduled remote work days.

**Tax and Legal Obligations:** The Employee is responsible for determining any tax or legal implications under IRS, state, and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the Employee. The Employee agrees to update Payroll immediately and complete new payroll tax forms upon a change in work location including signing a new Remote Work Agreement which requires pre-approval. The University does not provide tax advice and encourages remote employees to consult with a qualified tax professional to determine any state or local tax implications resulting from this remote work arrangement.

**Compensation:** The Employee's compensation is unaffected by this Agreement.

**Work Hours:** The scheduled hours that the Employee is expected to work ordinarily will not change, regardless of work location. Hours of work and time off are reported in accordance with University Policy. The Employee's working hours are reflected on this form and will be reported in Eastern Time. During the Employee's scheduled work hours, and except for required business travel, the Employee shall remain in the remote work location and available for timely communication with University personnel. Employee will be available for phone calls, emails, virtual meetings, other communication, and all of their work during normal working hours, including required overtime and/or at other times as agreed upon. At the request of the supervisor, with reasonable notice to permit Employee to travel to work, the Employee may be required to be physically present on campus. This may, at times, result in less remote work days for a period of time. Travel costs are reimbursed in accordance with the Remote Work Policy and other University Business Expense and Travel policies.

**Supervisor or designee check-ins:** In addition to any and all scheduled or impromptu meetings, Supervisor check-ins with the Employee by virtual or phone meetings will generally occur \_\_\_\_\_ times per work week. The Supervisor reserves the right to require additional check-ins at their discretion.

**Insurance and Workers' Compensation:** Employee will maintain homeowners or renter's liability insurance. Injuries sustained by the employee in a home office location in conjunction with their regular work duties may be considered by the University's workers' compensation policy. Employees are responsible for reporting work related injuries to the University's benefits office as soon as practicable, who will report it to the University's workers' compensation carrier who makes decisions about validity of or responsibility for of claims. Employees are responsible for reporting work related injuries to the University's benefits office as soon as practicable, who will then report it to the University's workers' compensation carrier. The employee is responsible for any injuries sustained by others at their home worksite and for non-work related injuries and agrees to indemnify and defend the University from any such claims as a condition of this Remote Work Agreement.

**Equipment:** Loyola equipment above what is provided in the standard configuration outlined in the Remote Work Policy will not be supplied. Internet connections, phone lines, subscriptions, printers, cell phones, or other technology hardware for home use are not provided by the University and are an expense of the employee. Equipment supplied by the

employee for home-use such as printers, monitors, etc., will be maintained by the Employee. Loyola accepts no responsibility for damage or repairs to employee-owned equipment. Loyola reserves the right to make changes to the standard equipment configuration at any time. The Employee will not remove the University equipment from the home office area except to use it for approved business travel, or at on-campus University locations, or to return the equipment upon termination of employment. Employee will be liable for damages resulting from unauthorized use or relocation of such equipment. Employee will maintain a secure internet connection at their expense that is stable and fast enough to support video conferencing, email, chat, file editing and other day-to-day work tasks.

**Return of University Property:** Equipment, supplies, documents, and other University property provided by the University must be returned promptly upon supervisor request or termination of employment (no later than ten days following termination of employment).

**Unauthorized use of University Property:** The equipment, supplies, and other property provided by the University are exclusively for use in performing work for the University. Such property may not be used by any person (including household members) other than the Employee or other University employees and agents. The Employee agrees to follow all University policies and procedures related to the management of University property and data, including all privacy and data security policies. Instances of loss, damage, or unauthorized access to University property or data must be immediately reported to the Employee's supervisor.

**Termination of Remote Work:** Employee understands that remote work not an entitlement. It is based on department need, employee suitability, position suitability, and supervisor suitability. Employee understands that remote work arrangements are subject to ongoing review and may be terminated or modified at any time at the University's discretion. Where possible, supervisors will provide 30 days' advance notice if a decision is made to terminate the arrangement; however, advance notice is not required. If the University terminates this Remote Work Agreement and the Employee chooses not to return to work as required, the resulting termination of employment will be considered voluntary.

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**Employee Signature**

By signing this agreement, Employee acknowledges that the Employee has read, understands, and will comply with the terms and conditions of this Agreement. Employee further acknowledges that they have received a copy of Loyola's Remote Work Policy, and they have read, understand, and will abide by it and all other University policies. Employee acknowledges that this Agreement does not create any contractual rights or entitlements but, instead, establishes conditions for permitting an Employee to exercise the privilege of working at a remote location. The University reserves the right to modify the content of this Agreement or its terms, in whole or in part, at its discretion.

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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**Supervisor Approval and Signature**

By signing this agreement, Supervisor confirms they have consulted with Technology Services about technology needs, if any. Further, the Supervisor approves of the remote work arrangement per this Agreement at this time.

Supervisor Name and Title (Print): \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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**Divisional Vice President or Dean Approval and Signature**

I have reviewed and approve this remote work arrangement per this Agreement at this time.

Dean or Vice President Name and Title (Print) \_\_\_\_\_ Date Signed: \_\_\_\_\_

Dean or Vice President Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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**HR USE ONLY**

I have confirmed that this arrangement was assessed and approved by the supervisor, next level supervisor, and approved by HR. A fully executed copy of this Agreement will be placed in the Employee's personnel file.

HR Partner Name (Print) \_\_\_\_\_ HR Partner Signature \_\_\_\_\_ Date Signed: \_\_\_\_\_

*HR: Distribute copy to Employee, Supervisor, OTS, Personnel File. Track remote arrangement per HR operational procedure.*