

Temporary Telework Agreement



Employee Name _____ Title _____

Department _____ CUH ID# _____

Employee Telework Details

Proposed Schedule

Telework Address

Do you have equipment necessary to perform your job? Yes No

What telephone number you will answer immediately for work?

Are there tasks you cannot perform while working offsite? What are they?

If yes, how will they be completed?

How will you continue to participate with the larger Chaminade employee o'hana?

Do you have digital security practices in place? (ex. Secured network, anti-virus) Describe:

If your original request cannot be approved, please suggest an alternative:

Supervisor Approval

Does requester have necessary equipment to perform their job? Yes No

How will you keep your employee on track? (ex. regular call schedule details)

Outline your plan if employee productivity declines:

Employee Printed Name

Signature & Date

Supervisor Printed Name

Signature & Date

Vice President/Provost Printed Name

Signature & Date

Please Initial

Employee Name

Employee CUH ID#

Dept/Office

- The employee understands that this is a temporary telework /alternative scheduling agreement that will end on Friday, April 30, 2020 and you must return to work on campus Friday, May 1, 2020 unless otherwise notified.
- The employee understands that this agreement is solely for the response to COVID-19.
- The employee understands that this temporary telework / alternative scheduling agreement does not constitute a guarantee of any future temporary telework / alternative scheduling agreement.
- The employee understands that the University reserves the right to revoke this temporary telework / alternative scheduling agreement at any time.
- The employee agrees to the normal reporting obligation during times they are off-site, normal call in sick procedures, utilizing leave for all personal obligations and or days that they are not producing work. (Monthly Leave Reconciliation is mandatory).
- The employee understands that they must be reachable by telephone, text, e-mail, and instant message through the full extent of the work day like they would be on university property. The employee further understands that utilizing only voice messaging is not an acceptable solution.
- The employee agrees to check in with their supervisor at regular intervals and as requested.
- The employee agrees that they must keep their supervisor updated in any changes to their work schedule or location during the established work times.
- The employee understands that they must have all the necessary items and or equipment already to be productive and prior to the approval date.
- The employee agrees to comply with all university polices, regulations, and practices. The employee agrees to follow CUH Data polices.
- The employee agrees that it is their responsibility to monitor connectivity and report issues to supervisor. If issue is on the employee's side then "on campus" work may become necessary.
- The employee understands that employee indemnifies and save harmless the University, its officers, employees, agents from any and all claims resulting from working from home or alternative schedules.
- The employee agrees and understands that this agreement does not permanently modify the current job description or hours worked or will expect to continue after this program concludes.
- The employee understands that if they fail to meet the expectations and or production requirements, they will be recalled back to campus immediately and/or the employee will have to utilize leave.

Employee Signature

Date

Supervisor Signature

Date
