

WOU Remote Work Agreement

Remote Work

- Means working on a regular or part-time basis, one or more days each workweek from a location other than their centrally located worksite. Working-off site at a location, preferably a home-office, that is part of an established arrangement that allows an employee to work at a work location other than a WOU worksite. Remote work can occur in the Monmouth/Independence area, anywhere in Oregon, or an approved location in the United States. In some situations, remote workers may not have an assigned campus worksite.
- See remote work policy for information and guidelines

Employee Information

Employee Name		Employee ID
		V
Employee Class	Position Number	Position Title
Department / Division		Reports to
Remote work location		FT/PT
		Exempt/Non-Exempt

Work Schedule

Effective date of remote work	Remote Work Schedule (indicate days of week and hours per day)
Will the remote work schedule be the same each week? If no explain?	
List duties while working remotely (or attach PD)	

Equipment/Supplies

List any University equipment, software, and/or supplies being utilized at remote work location (included WOU Property Number, if applicable)

--

Acknowledgement

By signing below, I attest that I have read and understand the WOU Remote Work Policy and Guidelines.

Employee Printed Name	Employee Signature / Date
Supervisor Printed Name	Supervisor Signature / Date

HR USE ONLY

Received by	Date
Actions Taken	
	NBAJOBS
	Electronically Filed