

HOWARD UNIVERSITY
TELEWORK REQUEST/AGREEMENT

*This form is not required during University-mandated teleworking periods
as communicated via University-wide communications*

Name: _____ Date: _____

Title: _____ Employee ID: _____

Department: _____

Phone Number: _____ Manager/Supervisor: _____

A. Guidelines for Telework

1. Teleworkers are expected to adhere to all applicable University rules, regulations, policies and procedures while working at their alternate locations, including but not limited to policies regarding security and confidentiality of University property and information, *EEO*, *Title IX* and *Acceptable Use* policies and the *Howard University Employee Handbook*.
2. Work should be equitably distributed so that telework schedules do not require in-office staff to perform the teleworker's duties. Teleworker's phone calls should be forwarded to his/her home office, off-site phone, voice mail or University-issued cell phone. Care should also be taken to ensure that teleworkers continue to have access to needed office support.
3. Communication during telework may be by phone, email, text (which must be stored/saved in the same manner as work-related emails), fax, videoconferencing, or other agreed upon means. The teleworkers must be reachable during work hours and follow all policies established by the University's Enterprise Technology Services (ETS).
4. In accordance with the provisions of the *Howard University Employee Handbook*, management must authorize overtime, in advance, and "call back" time for all nonexempt employees. Compensation or compensatory time off for exempt employees may be authorized by management according to the provisions of the University's employment policies.
5. Telework is for work purposes only and is not to facilitate, unless authorized for medical purposes, any other personal need. This includes ensuring that teleworkers have regular dependent care and understand that telework is not a substitute for dependent care. Under circumstances of a national or local state of emergency affecting childcare and K-12 education, exceptions may be made for employees with caregiving responsibilities.
6. Either management or the employee may terminate the telework arrangement for any reason, at any time. Management may terminate an employee's telework arrangement without notice, but when possible should provide an employee with as much advance notice as feasible, but no less than two consecutive workdays notice.
7. Office needs take precedence over telework days. A worker must forgo telework for any scheduled teleworking day if needed in the office.

B. Confidential and Sensitive Information

Teleworkers are expected to adhere to University rules, regulations, policies and procedures regarding security and confidentiality for the computer, its data and information, and any other

information handled in the course of work (See **ETS Policies and Procedures**). Employees must use appropriate teleworking procedures established by the University.

C. Maintenance, Repair and Replacement of Equipment

1. The University is responsible for maintaining, repairing and replacing University-owned equipment. In the event of equipment malfunction, the teleworker must notify his/her supervisor immediately. If repairs are estimated to take an amount of time that the supervisor or manager consider disruptive to the telework arrangement, the supervisor or manager must find alternative means to continue the teleworker’s work, including requiring the teleworker to report to the regular work station until the equipment is usable. For this policy, an amount of time that is considered disruptive to telework is more than two consecutive workdays or the equivalent of two workdays within the span of seven calendar days.
2. Should the employee opt to use his/her own personal equipment for telework purposes, the employee is responsible for maintaining and repairing that equipment at his/her personal expense and on his/her personal time. Should that personal equipment not be available, the employee may request equipment from the University and/or return to the regular workstation until the personal equipment is available for use. If the employee is not able to access equipment for a time that is disruptive to University operations their supervisor may ask them to return to campus for work. The amount of time considered disruptive to telework is more than two consecutive workdays or the equivalent of two workdays within the span of seven calendar days.

CI. Health and Safety

Teleworking employees are responsible for setting aside a space in their home or off-site workstation and ensuring that it is ergonomically sound, clean, safe, and free of obstructions and hazardous materials and that it complies with proper health and safety requirements. The University may verify, as needed, that the home office or off-site workstation meets these requirements.

I have read both the Howard University *Telework Policy* and this *Telework Request/Agreement* and agree to all terms. I understand that failure to adhere to all telework requirements will result in termination of the teleworking arrangement and may additionally result in disciplinary action up to and including termination of employment.

_____	_____
Employee	Date
_____	_____
Supervisor/Manager	Date
_____	_____
Department Leader	Date

A signed and approved copy of this request must be submitted to the Office of Human Resources to ensure, as necessary, that the appropriate telework schedule is documented and/or reflected on the employee’s timesheet. Two weeks advance notification and approval is required. Please go to <https://hr.howard.edu/> for instructions on how to upload documents to OHR.