



NORTH DAKOTA STATE UNIVERSITY

TELECOMMUTING/OFFSITE AGREEMENT

The purpose of this agreement is to outline NDSU's requirements regarding telecommuting and alternative/off-site work locations according to Section 144.1: Temporary Change of Work Location in the NDSU Policy Manual.

"Temporary/Alternative/Off-site Work Location" refers to working at home or another non-traditional off-site office setting instead of physically traveling to a central workplace. Alternative work locations may include telecommuting.

"Telecommuting" referred to as traveling to work electronically using a variety of technological devices, including, but not limited to, telephones, computers, fax machines, cellular phones, pagers, voice mail, e-mail and Internet. Telecommuting does not include situations where offices are relocated to out-stationed sites designated by the Department.

I agree with the duties, obligations, responsibilities and conditions as described below:

- Equipment provided by the Department is to be used for business purposes only, and is to be used solely by the employee listed in this agreement. Use by family members or others is prohibited.
- Department guidelines regarding confidentiality must be maintained (including but not limited to disposal of documents, employing appropriate security measures and protecting NDSU's assets, information and systems).
- Assistance with job-related duties may not be provided by anyone other than the employee listed in this agreement.
- The employee listed in this agreement must maintain safe conditions in the at-home workspace, and practice the same work safety habits in the designated workplace as they would in the employee's office on the Department's premises. This may include a separate room in the house equipped with a lock.
- The employee listed in this agreement must have adequate homeowners insurance, as required by State Risk Management guidelines.
- I am responsible for establishing and following specific telecommuting or offsite work hours.
- The workspace listed in this agreement is considered an extension of the Department's workspace. Therefore, the Department assumes similar liability as at the workplace during the employee's designated work hours. Conversely, the Department assumes no liability for injuries occurring in the employee's at-home/alternate workspace outside of the agreed-upon work hours and workspace.

I understand that North Dakota State University may at any time change any or all of the conditions under which I am permitted to work or may withdraw permission to telecommute or work offsite. This position arrangement will be reevaluated on a regular basis and may be discontinued, at will, at any time at the request of either myself or North Dakota State University. I also understand that all employee benefits remain as per the status of the position and that I am required to follow all reporting procedures.

