NDSU | HUMAN RESOURCES/PAYROLL
DIVISION OF FINANCE AND ADMINISTRATION

Remote Worksite/Telecommuting Agreement

Questions about this form? Please call 701-231-8961

Employee Name: _____ **EMPL ID:** _____

Employee Position Title: _____ Supervisor Name: _____

Employee E-Mail Address: _____ Employee Phone: _____

Employee Department Name: _____ Dept. Contact Phone: _____

Dept. Contact Person: _____

Physical address for the out of state office or home office, if working from home:

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Type of building used for work (office building, greenhouse, vehicle, hotel, apartment, college, school, home, etc.):

_____

Number of stories/floors in the building used for work: _____

Projected Gross Annual Wage (only report the projected payroll for the period of time that you worked in that particular state):

_____ ◯ Annual ◯ Monthly ◯ Yearly

Proposed Start Date: _____ End Date: _____

During your remote work, will you be working on campus at least one day during each 30 day period? ◯ Yes ◯ No

Note: For periods of longer than a year, the submission of an annual renewal form will be required.

1. Describe the business purpose for the requested arrangement:

2. Work space description: Be Specific (attach clear picture of desk/table, monitor and chair) Attachment:

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3. Regular weekly work schedule will be: (Specifically - list *days and hours* and also when you are *remote or on a campus location*)

4. Position responsibilities/duties that will be performed off-site:

5. Contact with supervisor will be: (daily/weekly by phone/e-mail)

6. Equipment/supplies provided by NDSU at remote work location: (Policy 700.2 - Taking Equipment Off-Campus)

7. NDSU information systems to be accessed from remote work location: (Policy 710: Computer and Electronic Communications Facilities)

8. Employee Workspace Checklist:

As a remote worksite employee of North Dakota State University, you will be responsible to ensure that the workspace you have selected complies with certain NDSU safety rules and guidelines. Please check all that meet NDSU's compliance guidelines:

Workspace Location

YES NO

- ☐ ☐ Workspace is away from noise, distractions, and is devoted to work needs.
- ☐ ☐ Workspace must be capable of safely supporting and accommodating your electronic office, supporting equipment needs and related materials.
- ☐ ☐ Natural or mechanical ventilation, temperature control, lighting, and properly selected workspace ergonomic parameters are available to maintain a comfortable working environment.
- ☐ ☐ The workspace is maintained free from slip, trip, and fall hazards and in safe conditions at all times.

Electrical

- ☐ ☐ Sufficient electrical outlets are accessible, covered and in working order.
- ☐ ☐ Equipment is fitted with grounding adapters and surge protectors that are Underwriter Laboratory (UL) approved.
- ☐ ☐ Equipment is placed close to electrical outlets.
- ☐ ☐ Electrical cords/wires are placed so that there are no tripping hazards.
- ☐ ☐ If needed, the appropriate length extension cord is being used (No plugging extension cords into other extension cords)
- ☐ ☐ All power strips used for your NDSU equipment have a circuit breaker

Caution:

Do not overload outlets; make sure they can handle the load. If necessary, call your electrician to verify outlet electrical capacity.

Fire Safety

- ☐ ☐ A working smoke detector and a home multipurpose fire extinguisher are working and readily available.
- ☐ ☐ You have an evacuation plan so you know what to do in the event of a fire.

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Standard Computer Desk & Keyboard

- ☐ ☐ Computer desk height is approximately 26 to 29 inches from the floor
- ☐ ☐ Chair is adjusted during use to ensure that your arms are at 90-degree angle to the keyboard.
- ☐ ☐ Wrists can be maintained in the neutral position when keying and mousing.
- ☐ ☐ Space under the desk is sufficient for lateral movement.

Chair

- ☐ ☐ Chair is fully adjustable, allowing change in height and angle of backrest to provide support to the inward curve of the operator's back and waist.
- ☐ ☐ Chair is adjustable so that your knees are at a 90-degree angle, feet are flat on the floor or footrest, and elbows are at same height as the keyboard.

Computer System Checklist

- ☐ ☐ Computer is on the latest supported Operating System and is up-to-date with security patches
- ☐ ☐ Computer has a firewall enabled
- ☐ ☐ Computer has Malware protection and is up to date on virus definitions
- ☐ ☐ All applications installed on your computer are up-to-date and supported by the manufacturere
- ☐ ☐ Computers used for NDSU Business will not be used as a shared family resource
- ☐ ☐ Sensitive NDSU Data is not/will not be stored on Personal Computers

Computer Screen

- ☐ ☐ Top of the viewing screen is at or below the user's eye level.
- ☐ ☐ Images on the screen are sharp, easy to read, an there is no glare on the screen face.
- ☐ ☐ Screen contrast and brightness are adjusted for best reading of typed characters on the screen.

Workspace Illumination

- ☐ ☐ Lighting is not so bright that it causes glare on the screen or shines directly into the user's eyes.
- ☐ ☐ Lighting is not so dim that it causes the user to strain when reading the screen or documents in use.
- ☐ ☐ Task lights are used for source documents and positioned to avoid glare on screen.

Work Habits:

- ☐ ☐ Take frequent breaks and rest your eyes. Remember the 20-20-20 Rule. Every 20 minutes, take a 20 second break and look 20 feet away.
- ☐ ☐ Use good body posture and mechanics.
- ☐ ☐ Do not cradle the phone in your neck while trying to work on your computer.
- ☐ ☐ Rest and eat healthy.
- ☐ ☐ Exercise and drink plenty of water for good joint function.

Training

- ☐ ☐ You understand that as a telecommuter, you are required to attend/complete the annual required institutional and department specific training as it is scheduled at and by your employing unit.

Specifically the employee agrees to:

- Follow and adhere to all applicable NDSU policies and procedures regarding the use of NDSU owned assets such as data, electronic devices (computer, phone, etc.) and network services. Examples of those policies include but are not limited to, NDSU Policy 700.2, Taking Equipment Off Campus; NDSU Policy 158, Acceptable Use of Electronic Communication Devices; NDSU Policy 600, FERPA; NDSU Policy 700.3, Personal Use of State Property; ND University System Policy 1202.2, Computer and Network Usage.
  - When off-campus use of NDSU-owned equipment is expected to exceed one week, the following form must be completed and retained in the department for inventory/audit purposes:
  - 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.
  - All equipment, records, and materials provided by NDSU shall remain the property of NDSU.
- Adhere to the security measures and safeguards agreed to and approved by his or her supervisor. The employee may not disclose any confidential, private or personal files, records, materials or information, and may not allow access to University networks or databases to anyone who is not authorized to have access.
- Maintain a safe and ergonomically sound work environment in any at-home workspace, and practice the same work habits in the designated workplace as they would in the employee's office on the University's premises. This may include a separate room in the house equipped with a lock.
- Weather closures are determined by the weather at the remote worksite location. A closure of the NDSU main campus does not mean that work stops at the remote worksite location, and work may continue at the remote location, depending on the weather at that remote worksite and the impact of the weather on the employee's work. If NDSU main campus is still open, but weather at the remote worksite does not allow work to continue, the employee must notify their department prior to closing/stopping work.
- This arrangement is not a substitute for family care arrangements. NDSU expects that the employee will make family care arrangements as needed and that such obligations will not interfere with work obligations and the safety obligations required.
- Maintain adequate homeowners insurance, as required by State Risk Management guidelines.
- Establish and follow specific work hours. Requests to work overtime (non-exempt employees only), use of sick leave, vacation, or other leave must be approved by the employee's supervisor in the same manner as when working at an NDSU work site.
- Report work-related injuries to the supervisor immediately or within 24 hours and assumes no liability for injuries occurring in the employee's at-home/alternate workspace outside of the agreed-upon work hours and workspace. Furthermore, holds NDSU harmless for injury to others at the alternate work site.

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I hereby affirm by my signature that I agree with the duties, obligations, responsibilities and conditions as described in this agreement. I understand that my income will be reported to the appropriate state or country as required by applicable regulations. I understand that this agreement may be terminated or modified at anytime within the guidelines of contractual obligations. I agree to submit a new Remote Worksite Agreement, for approval, prior to changing the address of my Remote Worksite.

Employee Print Name | Email | Phone

Employee Signature | Date

Supervisor Print Name | Email | Phone

Supervisor Signature | Date

Dean/Director Comments: ◯ Approve ◯ Deny

Dean/Director Print Name | Dean/Director Signature | Date

Safety Office Comments: ◯ Recommend ◯ Not Recommended

Jennifer Quenette

Safety Office Print Name | Safety Office Signature | Date

HR/Payroll Comments: ◯ Recommend ◯ Not Recommended

HR/Payroll Review Print Name | HR/Payroll Review Signature | Date

VP Finance & Administration Comments: ◯ Recommend ◯ Not Recommended

Bruce Bollinger

VP Finance & Administration Print Name | VP Finance & Administration Signature | Date

Provost and/or Appropriate Vice President Comments: ◯ Approve ◯ Deny

Provost/VP Signature Print Name | Provost/VP Signature | Date

Final Decision: ◯ **Approve** ◯ **Deny**

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