

Off-Campus Workplace Compliance Requirements:

An Off-Campus Workplace arrangement does not change the conditions of employment and all NDSU policies, rules and practices apply. Per IRS regulations, employee's income will be reported to the state the employee resides in while doing the majority of the work.

North Dakota State University may at any time change any or all of the conditions under which the employee is 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 the employee or North Dakota State University. All employee benefits remain as per the status of the position and the employee is required to follow all reporting procedures.

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 158, Acceptable Use of Electronic Communication Devices; NDSU Policy 600, FERPA; NDSU Policy 700.3, Personal Use of State Property; ND University System Policy 1901.2, Computer and Network Usage.
 - 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.
- 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 (*complete work schedule at end of form*). 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 the regular 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.

If there are questions regarding this information or if the employee is unsure whether a position, job or work site arrangement requires the submittal of documented Telecommuting or Remote Worksite Agreement form, please contact your Supervisor or Department Head.

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

Supervisor Name: _____

1. Work space description: (include picture/be specific)

2. Regular weekly work schedule will be: (days/hours/locations)

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

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

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

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

7. Non-NDSU equipment, software and data to be used at remote work location, at expense of NDSU:

8. Employee Workspace Checklist:

As a telecommuting 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.

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.

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 Screen

- Top of the viewing screen is at or below the user's eye level.
- Images on the screen are sharp, easy to read, and 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.
- <https://www.ndsu.edu/hr/training/>

Start Date: _____ End/Review Date: _____

This agreement will be reviewed _____ (no less than annually).
Date

I hereby affirm by my signature that I agree with the duties, obligations, responsibilities and conditions as described in this agreement. I understand that per IRS regulations, an employee's income will be reported in the state the employee is located in while doing the majority of the work. I understand that this agreement may be terminated or modified at anytime within the guidelines of contractual obligations.

Employee Print Name

Department Head Print Name

Employee Signature

Date

Department Head Signature

Date

Original to:

Human Resources and Payroll
Dept 3140
PO Box 6050
Fargo ND 58108-6050

Copy to:

University Police and Safety Office
1523 12th Ave N
PO Box 6050 Dept 3300
Fargo ND 58108-6050