

Teleworking Agreement in Event of University Emergency

In the event of emergency conditions on campus, such as an extreme weather event, public health concern, or damage to a campus facility, this telework agreement may be implemented on a temporary basis for employees who do not telework under normal conditions. The telework agreement will be automatically completed when you submit your work schedule including the effective date and your name. After the agreement is approved by supervisor and VP of your division, you will receive a final copy of this document with your schedule.

This agreement, effective (date) is between (Employee Name) and (Bowie State University department).

Scope of the agreement is as follows:

1. Teleworking is voluntary and may be terminated, by either the Employee or the University, with or without cause;
2. Employee must obtain advance supervisory approval before performing overtime work and before taking leave. Working overtime without such approval may result in termination of the teleworking privilege and/or other appropriate action;
3. Employee agrees to be bound by the University regulations, policies, and procedures while working at the remote workplace.
4. Employee's work schedule will be as designated in the box below. This may include an expectation of hours worked or duties/responsibilities required to be completed during telework;
5. Employee agrees not to conduct any in-person work-related meetings at the remote work location if that remote work location is the employee's home; Employee agrees to provide regular reports if required by the supervisor to help judge work performance;
6. The University is not liable for damages to Employee's personal property while Employee is working at a remote work location, except to the extent adjudicated to be liable under Maryland Law;
7. Employee agrees that all University-owned data, software, equipment, facilities and supplies must be properly protected and secured, and is limited to authorized persons and for purposes related to work. University-owned data, software, equipment, facilities or supplies may not be used to create Employee-owned software or personal data. Employee will comply with all University policies and instructions regarding security of confidential information. Employee agrees to protect University records from unauthorized disclosure or damage;