

# COVID-19 TELECOMMUTING PLAN AND ACKNOWLEDGMENT FORM



**Campus:**    Camden    Newark    New Brunswick    RBHS

This document is intended to ensure that both the supervisor and the employee have a clear, shared understanding of the employee’s COVID-19 telecommuting arrangement. Each COVID-19 telecommuting arrangement is unique depending on the function of the position and the operational needs of the department.

This COVID-19 telecommuting acknowledgment is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. This COVID-19 telecommuting acknowledgment does not replace the University’s current policy, forms, or process which will remain in effect during periods of non-emergency.

Employee Name:	
Job Title:	
Department:	
Supervisor:	
Location where telecommuting will be performed:	
Telecommuting arrangement effective dates:	

## Job Duties

The general expectation for a telecommuting arrangement is that the employee will effectively accomplish their regular job duties, regardless of work location. If there are telecommuting-specific job duties and/or expectations, specify them in the box below.

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## Work Schedule and Location

	Work Hours	Work Location
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

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## Timekeeping Requirements for Non-exempt Employees

Non-exempt employees are expected to track all hours worked, as well as keep a daily log of work performed using the [NE Telecommuting Time Sheet](#).

## Equipment and Technology Access

The employee and employer agree to work together to ensure that the alternate worksite is safe and ergonomically suitable. Specify any equipment or technology access the employee will need to telecommute and whether it will be employee or employer provided. In the event of equipment failure or service interruption, the employee must notify employer immediately to discuss alternate assignments or other options.

Equipment	Provided By	Responsible for Loss or Damage

## Additional Details

### Supervisor / Employee Best Practice Reminders

- Ongoing communication is the most important part of effective remote teamwork.
- Conduct regular check-ins.
- Start each workday with a phone, video or instant message chat.
- Maintain team meetings and one-to-one check-ins.
- Ensure employee has access to a laptop and/or VPN and knows how to access work safely remotely.
- Ensure employee understands how to set up call forwarding and access voicemail from home.
- Identify and confirm the employee understands which platform(s) you will use to communicate as a team and clarify expectations for online availability.
- Clearly communicate any changes to the workplan.

### The employee agrees to the following conditions:

1. The employee will remain accessible and productive during scheduled work hours.
2. The employee's job responsibilities will not change due to participation in the telecommuting acknowledgment.
3. The employee will report to the employer's work location as necessary upon directive from his or her supervisor.
4. The amount of time employee is expected to work will not change due to participation in the telecommuting arrangement. Employee is expected to remain accessible during designated work hours.
5. Non-exempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices in accordance with [University policy 60.3.14 Overtime/Comp for Regularly Appointed Staff](#) as well as [University policy 60.9.33 Exempt and Non-Exempt Position Classification](#).
6. Non-exempt employees will obtain supervisor approval prior to working unscheduled overtime in accordance with University policy [60.3.14 Overtime/Comp for Regularly Appointed Staff](#).

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7. The employee is expected to meet established performance standards.
8. The employee understands that all equipment, records and materials provided by the University shall remain the property of the University.
9. The employee agrees to take all necessary precautions to secure all University equipment, data, files and other material to prevent unauthorized access, destruction or tampering.
10. The employee will maintain a safe and secure work environment at all times.
11. The employee agrees to report work-related injuries to the supervisor at the earliest reasonable opportunity in compliance with University policies.
12. The employee understands that he/she is responsible for any individual tax implications of this arrangement.
13. Out-of-pocket expenses for supplies normally available through the University will not be reimbursed.
14. The employee understands that management retains the right to modify this acknowledgment on a temporary basis for any reason at any time.
15. The employee agrees to abide by all University policies and departmental guidelines.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_