**Temporary Telecommute Agreement**

The University of California, Los Angeles (UCLA) supports their employees in caring for their health and reducing risk of exposure to COVID-19. One such option is implementing social distancing by allowing employees to telecommute when management has determined that working remotely is appropriate and viable. This may occur when:

1. An employee has requested to telecommute due to a disability or medical condition specifically related to COVID-19, or is in the [CDC's high risk population](https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html) and has provided a medical note.
2. An employee is under quarantine or required to remain at home due to COVID-19 day care or school closure.
3. Management has determined that the employee's work duties can be performed remotely.

This Temporary Telecommute Agreement should be used in all instances described above. The intention is to provide the flexibility needed to adjust to changing circumstances as the current public health situation continues to evolve.

This Agreement must be signed and approved by the employee’s manager or supervisor and the head of the department. This Agreement supersedes any prior Telecommuting Agreement in place between the employee and UCLA, if any. When management determines to end this Temporary Telecommute Agreement, your prior Telecommuting Agreement, if any, would resume unless otherwise agreed and memorialized in a new Telecommuting Agreement. Note that having successfully engaged in temporary telecommuting pursuant to this Agreement, or to a prior agreement, does not require management to agree to any future remote work.

# General Work Arrangement

This Agreement is between  (“Department”) and  (“Employee”) to establish the terms and conditions for temporarily performing work at an alternate work site.

1. This Agreement begins on  (date). Employee understand that this Agreement to permit to work remotely is a temporary measure only, and will be reviewed continuously during the period in which UCLA encourages social distancing as a measure intended to minimize the spread of the current health situation. Accordingly, UCLA may alter this schedule or end the Temporary Telecommute Agreement at any time at its discretion.
2. This Agreement will remain in effect unless altered in writing or terminated at any time as described in paragraph 2 above.
3. The following conditions apply:
   1. Employee’s remote work schedule is . (Specify days and hours. If it varies, please include those details.)
   2. Employee’s remote work site location is .
   3. Employee’s regular remote work phone number is .
4. While working remotely, Employee will:
   1. remain accessible during the remote work schedule;
   2. email the supervisor at the start of the work day and communicate as instructed;
   3. when possible, be available for video/teleconferences, revised schedules on an as-needed basis;
   4. be available to participate in work meetings as required by the Department, unless precluded medically to do so;
   5. request supervisor’s approval in advance of working any overtime hours (if employee is non-exempt);
   6. take rest and meal breaks while working remotely in full compliance with all applicable policies or collective bargaining agreements;
   7. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee’s regular work location;
   8. begin each workday with a regular meeting from  or via Zoom (if operationally determined) to check on each person’s well-being, tasks to delegate, interdependencies, and prioritization of work;
   9. take a 1-hour lunch break from ;
   10. end the workday at 5pm or ;
   11. be available during designated work hours and are required to use email (or other mechanism) as the method of electronic communication/messaging and have their cell phones available, ready for use, and prepared to receive and answer work-related phone calls from team members;
   12. be responsible for ensuring that daily task assignments are completed and are representative of the work schedule. Any circumstances that may hinder the performance of primary functions must be communicated to the responsible supervisor immediately.
5. Employee’s duties, obligations, responsibilities, and conditions of employment with the University remain unchanged except those obligations and responsibilities specifically addressed in this Agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular University work site. The supervisor reserves the right to assign work as necessary at any work site.
6. The parties acknowledge that this Agreement may be evaluated on an ongoing basis to ensure that Employee’s work quality, efficiency, and productivity are not compromised by the remote work arrangement described herein.
7. The parties acknowledge that if the temporary remote work arrangement described in this Agreement is not working effectively or as envisioned, management may at any time adjust or end this Agreement. Management will strive to provide at least 24 hours’ advance notice of any changes to this Agreement.

# Safety, Space & Equipment; Information Security

* 1. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work- related injuries to Employee’s supervisor at the earliest reasonable opportunity. Visit this link for [assistance with setting up a home workstation](https://www.ergonomics.ucla.edu/content/4-steps-set-your-workstation) and here for [additional ergonomic advice](https://www.ergonomics.ucla.edu/). Employee agrees to hold the University harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:
     1. Unless otherwise arranged, Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telecommute location, and shall not be reimbursed by the employer for these or related expenses. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network.
     2. Employee agrees to protect University-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
     3. Employee agrees to report to Employee’s supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
     4. Employee understands that all equipment, records, and materials provided by the University shall remain the property of the University.
  2. Employee understands and agrees that Employee’s personal vehicle will not be used for University business unless specifically authorized by the supervisor. If approval is received and pursuant to UC Business and Finance Bulletin G-28, Employee agrees to maintain throughout the term of this agreement and at his/her/their own cost and expense, a policy of auto liability insurance with limits of $50,000 per accident, $100,000 per occurrence, and $50,000 property damage.
  3. Upon reasonable notice Employee agrees to allow the University access to the remote work location to ensure that the work space is safe and free from hazards, provides adequate protection and security of University property, and to maintain, repair, inspect, or retrieve University property.
  4. Employee agrees to return University-owned equipment, records, and materials within 14 days of termination of this agreement. Within 14 days of written notice, Employee must return University- owned equipment for inspection, repair, replacement, or repossession.
  5. Employee understands that Employee is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

# I hereby affirm by my signature that I have read this Temporary Telecommute Agreement and understand and agree to all of its provisions.

    

[Insert Employee’s Name], Employee Date

     

[Insert Supervisor’s Name], Supervisor Date

     

[Insert Department Head’s Name], [Insert Title] Date

*This signed Agreement must be sent to your HR Partner for placement in Employee’s personnel file. The employee and the supervisor should each keep a copy of this Agreement for future reference.*