

Radford University - Temporary Telework Agreement

Date: _____ Name: _____

Beginning xxx xx, xxxx you have been assigned a partial telework agreement until further notice. Below is an outline of expectations during this assignment.

- You are expected to maintain all expectations of duties assigned as you would in the office environment.
- You are expected to work your scheduled time and complete all tasks.
- Meetings are to be scheduled via ZOOM, conference calls and telephone.
- It is expected that you will be available during work hours via telephone, email or Zoom.
- All University policies and procedures will apply to the temporary teleworking arrangement.
- You may come into the office as scheduled, but onsite work should be limited to only as necessary.
- All vacation, sick leave or personal time shall be logged accordingly.
- Special tasks may be assigned on an as-needed basis.
- Please utilize this time to document any workflows or process improvements as we go through this process.
- You will apply department-approved data security procedures at the alternate worksite to protect department, University and state records from unauthorized disclosure or damage, and will comply with the privacy requirements set forth in the state law and the Department of Human Resources Policies and Procedures.
- If you borrow university equipment you agree to protect such equipment in accordance with university guidelines.
- It is important to remain flexible. Processes and protocol may be revised as needed throughout this process. Communication is key. If you are having issues meeting expectations, please reach out to the Director.

I understand the expectations during this temporary telework arrangement.

Signature: _____

Date: _____

Approved: _____