



## CASEworks Telecommuting Alternative Work Arrangement Agreement

Employee: \_\_\_\_\_ Department: \_\_\_\_\_  
(Print Name) (Print Dept Name)

### Participation

Employee and supervisor mutually agree that the employee will work at a University-approved alternative workplace and the employee will adhere to all applicable University Policies and procedures, including the Human Resources Policies & Procedures, while working in the alternative workplace. Employee recognizes that the CASEworks telecommuting alternative work arrangement is not an employee entitlement but is an optional method the University may approve to accomplish work.

### Salary and Benefits

University and employee agree that the CASEworks telecommuting alternative work arrangement does not affect an employee's salary or benefits.

### Office Based Workplace and Alternative Workplace

University and employee agree that the employee's official office-based workplace is a CASE facility. University and employee agree that the CASEworks telecommuting alternative workplace arrangement will be mutually decided upon by the employee and their supervisor.

### Work Schedule and Hours of Attendance

Employee understands that the employee is expected to work the schedule and hours and in the locations specified by the employee's manager/supervisor. While working for the University in an alternative workplace, employee agrees not to conduct personal business other than would be permissible for work conducted at a Case facility under the University's applicable policies. Employees participating in the CASEworks telecommuting alternative work environment will adhere to the policies as outlined in the staff employee handbook.

<http://www.case.edu/finadmin/humres/policies/attachments/handbook.pdf>

### Time and Attendance/Leaves of Absence

Employee agrees to follow the University policy for reporting time and attendance, including absences, vacations and all leaves of absences when working in an alternative workplace. A non-exempt employee may not work overtime hours unless specifically authorized in writing by the supervisor in advance.

### Equipment/Supplies

Employee agrees to take reasonable steps to secure any University-owned or University-provided equipment and to use the equipment only for work purposes. The University agrees to service and maintain any University-owned or University-provided equipment issued to the CASEworks telecommuting employee. The employee agrees to install, service and maintain any personal equipment used. The University agrees to provide the employee with all necessary office supplies.

**Security**

If the University provides computer equipment for, or the employee is accessing or handling the University's documents, information, data or files, including sensitive, confidential or proprietary documents, information, data or files in the alternative workspace, employee agrees to maintain the confidentiality of such documents, information, data or files and to adhere to all applicable University policies concerning the confidentiality of University information, data or property. Employee agrees to protect all University records and information from unauthorized disclosure or damage. The University's Acceptable Use of Computing and Information Technology Resources Policy is applicable to all electronic information on University-provided computer equipment or systems, and the University reserves the right to monitor or inspect such equipment or data as set out in the Acceptable Use of Computing and Information Technology Resources Policy.

**Workplace Inspection**

The employee understands that the alternative workplace may be subject to inspection by the University and/or by federal or state governmental agencies related to workplace injuries or other incidents, or to ensure compliance with applicable laws. Employee agrees that any alternative workplace over which the employee has control is free of any obvious safety hazards, such as obvious electrical, chemical or physical hazards.

**Liability to Personal or Real Property**

The employee understands that the University will not be liable for damages to an employee's personal or real property while the employee is working at the approved alternative workplace.

**Alternative Workplace Costs**

The employee understands that the University will not be responsible for any operating costs that are associated with the employee using his or her home as an alternative worksite, for example, home maintenance, insurance, or utilities.

**Workplace Injuries/Illness**

Employee understands he or she is subject to Worker's Compensation laws if injured or becomes ill in the course of performing official duties at the regular office or the alternative office-based workplace and if such injury/illness arises out of the authorized work (referred to as "a workplace injury/illness"). The employee agrees to notify the supervisor within one (1) working day of any accident, injury and/or illness that arises out of the authorized work and that occurs in the course of performing official at the alternative workplace and to complete, obtain supervisory/management signatures on the Occupational Injury/Illness Report form within five (5) working days of knowledge of the workplace injury/illness. The supervisor will investigate such a report of a workplace injury/illness immediately. All workplace injuries/illnesses severe enough to require first aid or medical treatment shall be reported by phone within one (1) working day following knowledge of the incident to Risk Management at 216-368-4394.

Workplace injuries/illnesses are subject to alternative workplace inspections prior to the authorization of a Workers' Compensation claim. The university assumes no liability for injuries/illness occurring in the employee's alternate office-based workplace outside of the hours actually worked.

**Work Assignments/Performance**

Employee agrees to complete all assigned work according to procedures mutually agreed upon by the employee and the supervisor according to department guidelines and established standards in the employee’s job Performance Management Plan. The employee agrees to provide regular reports if required by the supervisor to help evaluate performance. The employee understands that failure to maintain performance acceptable to the supervisor may be grounds for discontinuing the CASEworks telecommuting alternative workplace arrangement.

**Standards of Conduct**

Employee agrees he or she is bound by all University standards of conduct, including all Human Resources Policies and Procedures, while working at alternative site.

**Discontinuation of Alternative Workplace Arrangement**

Employee understands that the University at any time may cancel the CASEworks telecommuting alternative work arrangement and instruct the employee, with reasonable notice, to resume working at the regular office.

*I have read the CASEworks Telecommuting Alternative Work Agreement above and understand and agree to comply with all requirements set out above. I understand that the CASEworks Telecommuting Alternative Work Agreement requirements supplement existing University policies and that I am required to abide by all applicable University policies whether working in a Case facility or in an alternative workplace.*

**Employee:** \_\_\_\_\_

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

**Supervisor:** \_\_\_\_\_

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