**PNW Remote Work Agreement**

Date:

Employee Name:

Employee Department Name:

Employee Job Title:

I have read and understand Purdue University Northwest’s remote work guidelines and agree to the following:

1. Remote work is determined and approved by the supervisor based on business need. It is not an employee right or benefit. This acknowledgement in no way alters my employment relationship with Purdue University Northwest or my obligation to observe all applicable Purdue University Northwest rules, policies and procedures. All existing terms and conditions of my employment remain the same as if I worked at my regularly assigned workspace.

2. I will provide and maintain a healthy and safe environment at the remote workspace.

3. I understand that remote work is not a substitute for dependent child or elder care and will work with my supervisor to determine a flexible schedule that enables my work to be completed in the hours allotted to my position each week.

4. The operational needs of Purdue University Northwest take precedence over this Remote Work Agreement. After being provided as much advanced notice as possible, I must report to Purdue University Northwest on a scheduled remote workday when required by my supervisor.

5. At any time, the remote working relationship may be ended or amended by the supervisor who will provide as much advance notice as possible.

6. I will maintain accurate time reporting documentation to support and substantiate my work hours and work products. If my position is considered non-exempt under the Fair Labor Standards Act (FLSA), I will obtain advanced approval of my supervisor before working more than 40 hours in a workweek. I must obtain supervisor approval before taking leave time.

7. Purdue University Northwest assumes no liability for injury at my remote workspace to any other person who would not be in the area if the duties were being performed at the regular workspace. If I am injured, I must notify my supervisor immediately and complete all required documents regarding any injury.

8. I am liable for damages to my personally-owned equipment resulting from remote work. Purdue University Northwest will not be responsible for operating costs, home maintenance, or any other incidental costs (i.e. utilities, telephone, insurance, etc.) associated with the use of my residence for remote work unless specifically provided otherwise.

9. This acknowledgement does not constitute an employment contract.

10. When this agreement terminates, I will promptly return all data, reference materials, reports, records, equipment, software, supplies, and any other Purdue University Northwest property in my possession or control.

11. Annual renewal of the Remote Work Guidelines and Employee Acknowledgement is required. Employees must complete and submit the Employee Remote Work Guidelines Acknowledgement to their supervisor for review and approval each academic year.

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