



TELEWORK AGREEMENT

UNIVERSITY OF MASSACHUSETTS – PRESIDENT’S OFFICE (UMPO)

(Non-Union FLSA Exempt Employees)

Employee Name:

Title:

Supervisor:

Department:

Full Time:

Part Time:

State of Residence:

Date of HR Training on Telework Guidelines:

Schedule of Availability

Many exempt UMPO employees regularly work more than their regularly scheduled work hours in a week and their hard work and dedication is appreciated. For the purpose of the Telework Agreement, the Department Head, or his/her designee, and the employee must agree the regular working hours that the employee will be available in accordance with Section II (C) of the Telework Guidelines. Please complete the chart below by documenting the regular work location and hours of availability for the employee on each day.

Day	Start	End	Location (Onsite, Remote or Either)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
<i>If applicable</i>			
Saturday			
Sunday			

The employee and his/her supervisor can agree to a temporary modification to this schedule on an as needed basis.

EMPLOYEE CERTIFICATION:

1. I have read the University of Massachusetts President’s Office Telework Guidelines and I understand that I must comply with these guidelines and any department-specific rules or procedures as specified by the Department Head.
2. I understand that this Telework Agreement does not constitute a contract for employment and can be discontinued in accordance with Section II (B) of the guidelines.
3. I have attended a training regarding the Telework Guidelines. During the training I had the opportunity to ask any questions. If I did ask questions, I received answers to my questions.
4. I understand that if I live outside the Commonwealth of Massachusetts then this Telework Agreement may have tax implications and I understand that it is my responsibility to understand those implications. I understand that it is not the responsibility of the UMPO to provide me with tax advice.

I affirm that I have read and fully understand the UMPO Telecommuting Guidelines and this Telework Agreement and I will abide by all of the requirements of the Telework Guidelines and this Telework Agreement.

Employee’s Signature

Date

APPROVALS

Based on a review of suitable considerations, we have concluded that telecommuting is appropriate under the circumstances. The above-named employee is granted approval to participate in accordance with the agreement set forth above.

Manager Approval

Date

Department Head Approval

Date

Human Resource’s Approval

Date

An employee may not begin telecommuting until this Telework Agreement is signed by all parties and on file with Human Resources.