



LOKER UNIVERSITY STUDENT UNION, INC. VOLUNTARY TELEWORK AGREEMENT

I have read, understand and reviewed with my supervisor all of the conditions for Telework described in the Loker Student Union, Inc.'s (LSU) Voluntary Telework Policy. I agree to all of the responsibilities of and conditions for Telework that are described in the Policy and this Agreement.

Basic Rules

- I understand that Telework is not an entitlement. Permission to Telework is based on job function, work group, internal and external customer need, my past and future performance, and permission from management.
- I understand that Telework may be suspended or terminated based on performance, business reasons, or at the sole discretion of management, with or without advance notice.
- I agree to be bound during Telework by all LSU policies, procedures and guidelines that would apply if I were working on site.
- I agree to be bound during Telework by all employment agreements that I have with the LSU, including those concerning proprietary information and intellectual property.
- I am expected to meet the same standards of performance as employees in the same job classifications who do not Telework.
- I may be requested to provide more frequent and more detailed reports of my work and progress with respect to my work and agree to do so.
- I am aware that all applicable employment and labor law notices are posted in the LSU offices to which I report when working on site but are also posted so that they are available to me online.
- I agree that Telework does not change the at-will nature of the employment relationship and that either the LSU or I may terminate the employment relationship at any time, with or without advance notice.

Hours

- I understand that my supervisor must approve, in writing, my regularly scheduled work hours and any change in those hours. Scheduled hours may vary from one employee to the next in order to meet the LSU needs and other requirements.
- My initial Telework schedule is:

Days of Week	Start Time	End Time

- I understand that, if I am non-exempt (eligible for overtime pay), I must have my supervisor's approval to work hours in excess of or other than these scheduled hours.
- I understand that, if I am an exempt employee (not eligible for overtime pay), my described schedule is my baseline hours of work and I am expected to work any additional hours necessary to timely and appropriately finish my duties.
- If I am non-exempt, my meal and rest break schedule is:

Rest Period Start	Rest Period End	Meal Period Start	Meal Period End	Rest Period Start	Rest Period End

- I understand that, if I am non-exempt and work in excess of my described schedule, I must take additional meal and rest periods in accordance with the applicable policy.

- I understand that, if I am a non-exempt employee, I must accurately and promptly record all of the time that I work, regardless of whether that work was pre-approved or consistent with my assigned work schedule including off-the-clock work described below.
- I understand that, if I am a non-exempt employee, I must accurately and promptly record all of the start and end times of all work periods and meal periods. I do not have to record paid rest periods.
- I understand that if I am a non-exempt employee, off-the-clock work is strictly prohibited while I Telework. Off-the-clock work includes checking and responding to emails and making and responding to phone calls outside of scheduled work hours.
- I will work and be accessible during my regularly scheduled hours, regardless of the location at which I work.
- I understand that Telework is not a replacement for appropriate dependent care or other responsibilities of my personal life. I must provide the same undivided attention to my work as if I were working on site. My dependent care arrangements should be physically separate from my workplace so that the dependents will not interfere with my work. If my personal circumstances prevent me from avoiding distractions or interruptions at the Telework site (for example, inability to obtain dependent care or attending to family medical needs), I will notify my supervisor and notify Employment Relations immediately. Any alteration in schedule to accommodate dependent care needs must be approved by my supervisor and Employment Relations.
- I will keep personal disruptions, such as non-business telephone calls and visitors, to a minimum during regularly scheduled work hours.
- I understand that the LSU attendance and timekeeping policies, PTO and vacation time policies, and paid and unpaid leave (including sick leave) policies apply to Telework employees in the same manner that they apply to employees who work on site.
- I understand that I must put an out-of-office notice in my email and calendar software if I do not for any reason work my scheduled hours.

Benefits and Compensation

- I understand that compensation and benefit plans will remain the same when I Telework because the job responsibilities of Teleworkers and on-site workers remain the same.
- I understand that the LSU paid time off policies apply to me while I Telework. I must record and use paid time off for all variations from my regular work schedule, whether those variations occur while I am at my Telework location or elsewhere.
- I understand that I will continue to be covered under the LSU workers' compensation policy for injuries arising out of and in the course and scope of my employment and during work hours and in the designated work area of the home. I agree to promptly advise my supervisor and file a claim in accordance with the LSU policy if I am injured on the job and will do so as soon as possible after the injury occurs.
- I understand that the LSU is not liable for injuries occurring in my home workspace when I am not engaged in work. Further, the LSU is not liable for loss, destruction, or injury that may occur in, to, or around my home, including to family members or visitors.

Work Location

- I understand that my work location where I will perform all remote work must be in the state of California. Other than required business travel, my supervisor has received the approval of the LSU tax management and my supervisor approves this Agreement. The full address of my authorized work location is:

- I understand that, if I am non-exempt, I am authorized to work only at the above location unless specifically authorized by my supervisor to work while traveling and then only to the extent authorized.
- I understand that, if I am an exempt employee, I am expected to regularly work at the above location, except as needed to meet the requirements of my job or to travel for business.

Workspace

- I will notify my supervisor prior to entering into this Telework Agreement, and immediately if something changes, if there is anything more needed to make the workspace compliant and secure as described in the LSU Voluntary Telework Policy.
- I will notify the LSU prior to entering into this Telework Agreement, and immediately if something changes, if I do not have a workspace that will minimize interruptions, such as a location that will allow me to shut a door, where needed, to separate my workspace or otherwise minimize disruptions, or if there is a change to my dependent care obligations or the like.
- I agree that no in-person LSU business-related meeting may occur in my personal residence.
- I will promptly report to my supervisor any access to proprietary information by anyone other than myself, and any virus, malware or other impediment to the full functioning of my equipment and programs.
- I will promptly report to my supervisor any loss or damage to LSU equipment, files, documents or other resources.
- I agree to use a workspace where proprietary information cannot be observed or accessed by anyone else. I agree to secure all proprietary information consistent with LSU policy.
- I agree to dispose of proprietary information according to the LSU guidelines or return proprietary information to a LSU facility for disposal.
- I represent that I have determined that Telework from my designated workspace will comply with all applicable laws, including zoning, homeowner's association, and local business licensing laws. I will promptly notify my supervisor if I become aware of any changes in such laws or rules that affect the use of my workspace for Telework.
- I agree to provide the LSU access to the workspace upon reasonable notice and during working hours in order to retrieve equipment and supplies, ensure the workplace is compliant with this Telework Agreement and the LSU Voluntary Telework Policy. I agree that 48 hours' advance notice is presumptively reasonable for visiting the workspace during regular business hours, Monday through Friday, on days not recognized as LSU holidays.

Equipment and Supplies

- The LSU has provided the following equipment for me to use for my Telework:

- If I believe I need additional items to Telework, they are listed here (or indicate "none"):

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- Other than the items listed above, I already have and use for my personal use everything that might be needed to fully perform my work remotely.
- I must care for any LSU-owned equipment provided in a manner suitable to the equipment and the purposes for which it was provided.
- I will promptly report to my supervisor any damage or loss of the LSU equipment, other loss or injury to the LSU interests or any illness of or injury to myself.
- I understand that the LSU provides appropriate software licenses per employee regardless of work location. I will use LSU-supplied or approved hardware and software at all times for all work for the LSU. LSU software, in addition to the hardware, remains the property of LSU and may not be duplicated or modified for any reason.
- Unless the LSU has provided, as noted above, I have and will maintain an internet connection that provides a stable and secure connection from my authorized work location to the LSU network and the expense amount noted below is sufficient to cover all applicable expenses including this internet connection.
- I will obtain a separate business telephone line and/or cell phone for business use if requested by my supervisor. I will obtain approval from my supervisor prior to incurring costs for a separate telephone line or cell phone. The LSU reserves the right to review all charges prior to authorizing payment for the installation of the additional phone line. All separate telephone lines must be listed in the LSU name and the LSU must have the exclusive right to control use of the phone number.
- I will make all telephone and videoconference calls through my computer and use the following as alternative means of receiving telephone calls:

Primary Phone Number	Secondary Phone Number

- I agree to transact all LSU business on the LSU network and voicemail systems that belong to the LSU or are approved by the LSU.
- I agree to send all email communications regarding LSU business through the LSU email systems or as permitted by the LSU information security policies.
- I understand and agree that all telecommunications, email and all data on LSU equipment, systems and storage media are owned by the LSU and that all LSU-related email and all data on any personal equipment, systems or storage media used for business are owned by the LSU. Such telecommunications, email and data are subject to the LSU policy regarding the ownership of and absence of privacy in such resources even if located at a remote location. I understand and agree that the LSU may retrieve and read any message or data composed, sent, received or stored on its equipment, supplies, systems or storage media and may retrieve and read any LSU messages or data composed, sent, received or stored on my personal equipment. I expressly consent to electronic monitoring of all of the foregoing.

Virtual Meetings

- While distractions are often unavoidable, try to keep them to a minimum. No music or television in the background during meetings.
- Keep yourself muted during video or audio conferencing unless you are speaking.
- Turning on video is expected, and use of workplace-appropriate background filters is encouraged.

- Avoid eating a meal during a virtual meeting unless invited to do so by the meeting host.
- Smoking or vaping is not permitted during a video conference.
- Avoid multi-tasking. Give your full attention to the meeting as if you were face to face.

Expenses

- I understand that the LSU may provide paper, files, pens and similar office supplies from the office to which I report, have them delivered or allow me to be reimbursed for approved purchases if I cannot obtain such office supplies from the LSU. Any reimbursement for approved purchases must be submitted within 30 days.
- I understand that I will be reimbursed for the expenses associated with Telework in the weekly amount of:

\$

- I understand that I will not be reimbursed for expenses in any week in which I perform no work. I will report any week in which I do not perform any work.
- If my actual expense is ever greater than this reimbursement, I will submit proof of additional expense with a request for reimbursement within 30 days and notify the LSU immediately of the additional expense.
- I agree that the costs I might incur in order to Telework are less than the costs I would otherwise incur working from my regular office location (for example, gas and vehicle maintenance for commuting in my personal vehicle) and that this is an additional benefit I have gained by Teleworking.

Termination

- I agree that upon request, termination of the Telework Agreement, or termination of employment, to immediately make all LSU information, documents, files, storage media, supplies, equipment, and other property and all duplicates thereof available for pickup by the LSU on a regularly scheduled workday, between 9 a.m. and 5 p.m. at my work site, immediately following a request, termination of the Telework Agreement, or termination of employment.
- I agree to safeguard all the LSU-owned information, documents, files, storage media, supplies, equipment, and other property and all duplicates thereof until recovered by the LSU, regardless of any delay in the recovery by the LSU of such documents, files, storage media, supplies, equipment, and other property and all duplicates thereof, including such documents or information stored on my personal devices.

I agree to all of the responsibilities of and conditions for Telework that are described in this Agreement and the Policy.

Teleworker’s Signature: _____

Teleworker’s Printed Name: _____

Teleworker’s Title: _____ **Date:** _____

Approvals

This Telework Agreement cannot take effect until signed below by both the Teleworker's supervisor and the Human Resources Generalist.

Supervisor's Signature: _____

Supervisor's Printed Name: _____

Supervisor's Title: _____ **Date:** _____

HR Generalist's Signature: _____

HR Generalist's Printed Name: _____

HR Generalist's Title: _____ **Date:** _____

LOKER UNIVERSITY STUDENT UNION, INC. VOLUNTARY TELEWORK CHECKLIST

The teleworker is responsible for ensuring a clean, safe, and ergonomically sound workspace as a condition for Telework. The teleworker shall review this checklist prior to the start of remote work and any time conditions of the workspace change.

General

1. Workspace accommodates all workstation, equipment, and related materials?
(attach photo)
2. Teleworker has a clearly defined workspace that is kept clean and orderly?
3. Floors are clear and free from [slips, trips, fall] hazards?
4. Wires and electrical cords are secured under a desk or along a wall to prevent tripping hazards?
5. Wires and electrical cords are away from heat sources?
6. Cabinets, shelves, and furniture greater than five feet high are secured to prevent toppling?
7. File drawers are not top-heavy and do not open into walkways?
8. Temperature and ventilation are adequate?
9. All stairs that may be used in the course of work with four or more steps are equipped with handrails?
10. Carpets are well secured to the floor and free of frayed or work seams?

Fire Safety

11. There is a working smoke detector covering the designated workspace that is checked regularly?
12. A home multi-use fire extinguisher, which you know how to use, is readily available?
13. Walkway aisles, doorways, and exits are free of obstructions?
14. Workspace is kept free of trash, clutter, combustible and flammable liquids are minimized?
15. All radiators and portable heaters are located away from flammable items?
16. You have an evacuation plan, so you know what to do in the event of a fire or other emergency?

Electrical Safety

17. Sufficient electrical outlets are accessible?
18. Computer equipment is connected to a surge protector?
19. Electrical system is adequate for office equipment?
20. All electrical plugs, cords, outlets, and panels are in good condition?
21. No exposed or damaged wiring?
22. Equipment is placed close to electrical outlets to minimize trip hazards?
23. Extension cords and power strips are not daisy chained and no permanent extension cord is in use?
24. Equipment is turned off when not in use?

Computer Workstation

25. Desk, chair, computer, and other equipment are in good working order, are of appropriate design, and are arranged to eliminate strain on all parts of the body?
26. If utilizing a laptop, separate monitor(s) and keyboard/mouse are in place to ensure the screens are at eye level?
27. The area is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front or above it to reduce glare or impacted vision?
28. Completed online training on computer ergonomics to assist with proper workstation setup? (attach certificate of completion)
29. Micro stretch breaks will be taken, and posture will be continually self-monitored throughout the day?
30. 20-20-20 Rule will be followed to reduce eye strain? (Every 20 minutes, look 20 feet away, for a full 20 seconds?)
31. Teleworker understands that you may request an ergonomic evaluation by contacting LSU Employment Relations should you want an evaluation of your desk or require additional assistance?
32. A Virtual Private Network (VPN) has been installed to your device for Telework?