

**UNIVERSITY ENTERPRISES, INC.
WORK FROM HOME AGREEMENT
- Exempt Employee –
Central Staff**

Working from home allows employees to perform their job responsibilities at an alternative worksite portion of their working hours

II. SUPERVISOR INFORMATION

Name: _____

Title: _____

Contact Phone #: _____

Alternate Phone #: _____

Email Address: _____

III. PRIMARY JOB DUTIES (attached job description or summary available):

you to provide a detailed daily accounting of the work tasks that you performed each day. You must not perform any other work or engage in any other activities during these hours without the prior approval of your supervisor.

For purposes of working from home/telecommuting, the office is the University office. Reimbursement for mileage between your home and the office is not allowable.

- Working from home is not a site for dependent care. You must be solely dedicated to performing work for UE during the above work hours. (J10.10) 2.1 (e)-10.1AR (e)-7 d8 (10 Tel (/

You will maintain and ensure security of UEI equipment, work product, and data by setting safeguards against any physical loss or damage, as well as against potential hacks or breaches by measures including password protecting all devices used for business, encrypting when appropriate, using a password protected network, and adhering to a UEI data security policies

While working from home you will:

- f ensure you have good phone and/or internet coverage;
- f wear presentable and work appropriate clothing during any video conferencing;
- f remain accessible and responsive during the above referenced work schedule;
- f check in with your supervisor to discuss work status and open issues;
- f be available for teleconferences, scheduled on an as needed basis;
- f be available to come into the office if a business need arises;
- f request supervisor approval to use vacation, sick, or other leave in the same manner as when working at your regular work location.
- f Only use your work email account for work.

Your alternative worksite may not change without prior approval from your supervisor.

You will ensure your work areas free from obvious safety hazards and that you are complying with UEI safety policies and procedures. UEI will be responsible for any related injuries under California workers' compensation laws, but this liability is limited to injuries resulting directly from performing your job duties hereunder and only if the injury occurs in the designated work area while performing your work duties. Any claims will be handled according to the normal procedure for workers' compensation claims.

If UEI chooses to conduct a site visit (with advance notice) to ensure that your work area complies with the guidelines and safety standards, you will allow such a visit.

UEI is voluntarily allowing you to work from home. This agreement automatically renews on the first day of every month, subject to the following termination clause: UEI may, at any time, in its sole discretion, without cause, unilaterally terminate this Agreement and require you to report to the office, or otherwise, this Agreement. Working from home is not an employee benefit which you are guaranteed or entitled to by virtue of your employment with UEI. You may voluntarily discontinue working from home by providing written notice to UEI. UEI will not be held responsible for costs, liabilities, damages,

directors, officers, contractors and agents, from and against any and all claims, demands, penalties, losses and liabilities (including any related costs, expenses, and attorney's fees) alleged by third parties or members of your family have occurred at your home (including your workstation)

You will immediately report to your supervisor any injuries

The number of people working from home on the same day of the week will be limited. The day you chose should not be the days you work until 5 pm.

Employee Work Schedule

For location, please add either ~~or~~ for ~~sin-~~ (th)imeommme thr tmio imr ffi.3 (c)4 8 (e)4.13 yr tPn-si.