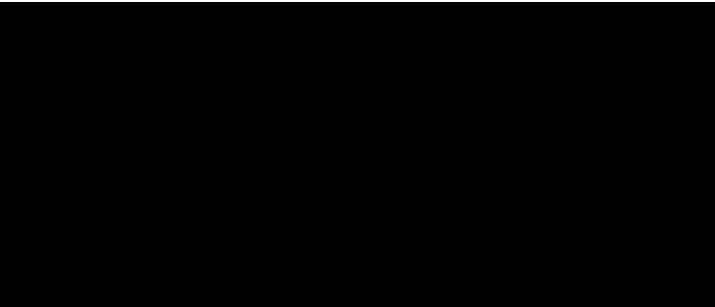


UNIVERSITY ENTERPRISES, INC.
WORK FROM HOME AGREEMENT
- Non-Exempt Employee
Central Staff

Working from home allows employees to perform their job responsibilities at an alternative work site portion of their working hours while maintaining a fulltime schedule. The terms "home" and "alternative work site" are used interchangeably in this agreement to refer to the offsite location at which you will be performing work on the days identified on page 7. The employee's duties, obligations and responsibilities and conditions of employment with UEI remains unchanged.



Work from home is at the discretion of the Department Director and is not to be used as a permanent alternative work site. A work from home arrangement is for clearly defined tasks, measurable work activity, and does not require the employee to be in the office during all normal business hours.

Work from home may be modified on a case-by-case basis, depending on the needs of the individuals. Any UEI employee may request consideration to work from home if they meet the following requirements:

- x Be in good standing, with no current corrective or disciplinary action.
- x The employee's job duties can be performed successfully in an alternative work site.
- x Demonstrate observance of scheduled work hours including consistent availability, regular attendance, punctuality, and productivity.
- x Demonstrated ability to be readily available during scheduled working hours via phone, email, or video conference. During video conference, video must be activated (if available).



I. SUPERVISOR INFORMATION

Name: _____

Title: _____

ContactPhone #: _____

Alternate Phone #: _____

Email Address: _____

II. PRIMARY JOB DUTIES (attach job description or summary):

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

x Your alternative work site may not change without prior approval from your supervisor.

x You will ensure your work areas are free from obvious safety hazards and that you are complying with UEI safety policies and procedures. UEI will be responsible for any related injuries

sn23(o)-011.1 (k)JTJ Outer (California) Workers Compensation 8.8.24 (p) 1.7 (f) 17 (y) 0924 (0) 90 (1) 2 (s) 23 (2)

investigation of such incidents, including allowing personnel access to your home as may be deemed by UEI to be necessary or convenient for any such investigation.

- x The Richard McKee Transparency Act (California Education Code Sections 89999.19) (the "Act") requires that upon receiving a request from a member of the public, UEI must disclose records regarding UEI's business to the requesting person, subject to certain exceptions. The Act applies to such records even if they are prepared, used, or held by employees from home regardless of the physical form, characteristic, or location of the records. If you should directly receive a request for records, you will notify your supervisor immediately. With respect to any McKee Act request received by UEI or by you, you will follow the directions of your supervisor which may include permitting inspection.

Your signature below confirms that you understand and agree to abide by the terms and conditions contained in this agreement

You understand that this agreement does not in any way alter the nature of your employment and that either UEI or you can terminate your employment at any time, for any reason or for no reason at all, with or without notice.

Employee Signature

Date

Supervisor Signature

Date

Director Signature

Date

Once the employee, supervisor and director have signed, please scan and email the form to hr@csus.edu. Upon request made to UEI's HR Department (which request must include your first name, last name, and employee number), UEI will provide you a fully executed copy via email.

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 on-site for the time you will be working in the office off-site when you will be working from ~~home~~.

The three “onsite” days (Monday through Friday) may not be consecutive. In other words, the combination of Monday/Tuesday, Thursday/Friday, and Friday/Monday may not be selected as the two work from home days.

	Monday	Tuesday	Wednesday	Thursday	Friday
Location					
Start Time					
End Time					

If you will not work the above schedule during summer, please attach your schedule for the summer.