

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

I. EMPLOYEE INFORMATION

Name: _____ Employee ID#: _____

Department/Agency/Project: _____

Home Address
(Worksite): _____

Phone # _____

Alternate Phone #: _____

Email Address to be used for work _____

Personal Email Address (if different): _____

II. SUPERVISOR INFORMATION

Name: _____

Title: _____

Phone #: _____

Alternate Phone #: _____

Email Address: _____

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

This agreement ("Agreement") will be reviewed and revised if the Department Supervisor and/or Human Resources Department deems it necessary.

IV. AGREEMENT

You are performing work for _____ (Name

it complies with all UEI data security requirements. In the event repair and/or maintenance is needed, you will coordinate with UEI. Office supplies will be provided by UEI as reasonably needed.

- x You will be required to provide at your own cost and expense at your home workspace utilities necessary for the performance of work (e.g. electricity, telephone service) and printing, scanning, photocopying, telephoning, networking and/or Internet capabilities and equipment. If UEI, in its sole discretion, allows you to use UEI-owned office equipment (such as but not limited to computers, laptops, printers, software, etc.), all of these items shall remain the property of UEI and must be returned to UEI immediately upon request, the end of this agreement or termination of your employment with UEI on the same condition as existed prior to you working from home, reasonable wear and tear excepted. Any such items shall only be used for work benefiting UEI and for no other purpose. Other household members or anyone else shall use the equipment or software. UEI-owned software may not be duplicated except as formally authorized. If you use UEI equipment, you will be responsible to maintain and insure the equipment against loss, theft, and other casualties, and you will be responsible for costs of repair or replacement thereof that are necessitated by any failure on your part to adhere to the provisions of this paragraph.
- x All work you perform for UEI regardless of whether it is performed on your own computer or UEI-owned computer is the property of UEI and must be turned over to UEI in accordance with typical work duty requirements, as well as upon request immediately upon termination of your employment.
- x 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,

- x UEI is voluntarily allowing you to work from home. UEI may at any time, in its sole discretion, with or without cause, unilaterally terminate this Agreement and require you to work at the office, or otherwise alter 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, or losses resulting from your working from home or the cessation thereof. This Agreement is not a contract of employment and shall not be construed as such.
- x Salary, job responsibilities, compensation, and benefits will not change simply by virtue of this Agreement, except as they might have changed if you had stayed in the office fulltime (e.g., regular salary reviews will occur as scheduled, and you will be entitled to any company-wide benefits changes that may be implemented). You agree to comply with all existing job requirements as now are in effect in the office and those that are implemented by UEI in the future.
- x Y.

- x This agreement may be evaluated on an ongoing basis to ensure that work quality, efficiency, and productivity are not compromised by the work at home arrangement described herein.
- x This agreement constitutes the entire understanding between you and the company regarding the subject matter specified herein. There are no other understandings, agreements, representations, or warranties, express or implied, not specified in this agreement

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 you or the company can terminate your employment at any time, for any reason or for no reason at all,

Variable Schedule

If the employee will be working a variable hour schedule, indicate the schedule here. Please note that students cannot work more than the normal maximum hours during the academic year regardless of campus or school closures.

	START TIME	END TIME	# of HOURS
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			