



Flexible Work Location Arrangement Form
(Hybrid Telework and Remote Work)

Hybrid telework and remote work allow employees to work at home, on the road or in a satellite location for part of or all their workweek. The University of Mississippi considers telework and remote work to be viable work options when both the employee and the job are suited to such an arrangement. Hybrid telework and remote work are not an entitlement, it is not a campus-wide benefit, and it in no way changes the terms and conditions of employment with the University.

Arrangement

- a. The Employee will fulfill the obligations of this appointment during the agreed upon acceptable hours listed below while working a hybrid telework or remote work arrangement.

Any hours where the employee must miss working time will require the use of either personal or major medical leave as specified by the following UM Policies:

[Absences from Work](#)

[Personal Leave for Twelve-Month Employees](#)

[Major Medical Leave for Twelve-Month Employees](#)

[Family and Medical Leave Guidelines](#)

The employee will observe the university's regular holiday schedule as follows:

[Official Holidays](#)

On-Campus Office Hours, if any

During the lifetime of this arrangement, the Employee acknowledges and agrees that they may be required to maintain on-campus office hours/work on-site at the Oxford campus at the intervals specified below:

Time Worked

Telework employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using The University's time-keeping system. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the arrangement.

Management must ensure proper compliance and documentation of work hours, in particular ensuring compliance with the FLSA and overtime policies and procedures.

The employee is expected to maintain the same level of availability, levels of production, and quality of work as though the employee were working out of the regular work location.

Should circumstances arise whereby the employee cannot work at the alternate work location/official domicile (i.e. loss of electricity, home emergency, etc.), the employee must contact his or her supervisor and may be required to report to the regular work location, a different designated and approved alternate work location, or appropriate leave may be required.

An employee may work overtime only with supervisory approval in accordance with University and FLSA policy. A Flexible Work arrangement may be canceled for an employee who works unapproved overtime. The supervisor must monitor work hours to ensure overtime hours are being requested before the work commences.

The supervisor or unit head may require the employee to report to an alternate University work location with reasonable notice if business needs require it.

Employees approved for full remote work and who incur any travel expenses for required travel may be reimbursed in accordance with state travel regulations.

Equipment

On a case-by-case basis, The University will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, and other office equipment) for each telework and remote work arrangement. Internet and phone service are the responsibility of the employee.

Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The University accepts no responsibility for damage or repairs to employee-owned equipment. The University reserves the right to make determinations as to appropriate equipment, subject to change at any time. Equipment supplied by the organization is to be used for business purposes only. The employee must sign an inventory of all The University property received and agree to take appropriate action to protect the items from damage or theft. Upon separation of employment, all University-owned property will be returned to the company. The managing supervisor and employee are required to complete the "Technology Checklist for UM Telework and Remote Work" forward the completed checklist to the Department of Human Resources.

The University will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The University will also reimburse the employee for business-related

expenses that are reasonably incurred in carrying out the employee's job and that are allowable under the Office of Procurement's policies.

The employee will establish an appropriate work environment within his or her home for work purposes. The University will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Office Space

Employees engaging in a hybrid telework arrangement may not be assigned a dedicated office space on-site. In this situation, the employee will have access to a shared office space and use non-dedicated, non-permanent desk areas assigned for use by reservation or for specific assigned days/times.

Security

Consistent with the organization's expectations of information security for employees working at the office, telework employees will be expected to ensure the protection of proprietary company and student information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. The University will provide each employee with a safety checklist that must be completed at least twice per year. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telework employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telework is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands.

Tax Implications

Tax and other legal implications. The University complies with tax and legal implications under IRS, the State of Mississippi, and local government laws. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.

Worker's Compensation

An employee shall be covered for workers' compensation if injured while in the course and scope of work at an alternate work location during work hours as part of the approved hybrid telework or remote work arrangement. If an injury occurs during work hours in the course of performing the duties associated with the position, the employee must immediately report the

injury to the supervisor. The University is not responsible for any injuries to family members, visitors, and others at the employee's alternate work location.

Managing Performance

Evaluation of employee performance during the trial period will include regular interaction by phone, e-mail, and video conferences between the employee and the manager. Occasional face-to-face meetings to discuss work progress and problems are encouraged.

At the end of the trial period, the employee and manager will each provide feedback regarding the arrangement and make recommendations for continuance or modifications. Review of the employee's performance will continue beyond the trial period and will be consistent with that received by employees working at the office in both content and frequency but will focus on work output and completion of objectives.

An appropriate level of communication between the employee and supervisor will be agreed to as part of the discussion process and will be more formal during the trial period. Supervisors may request for employees to turn on the camera during video meetings. The manager and employee will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Review and Ending Formal Arrangement

The department is responsible for periodically reviewing the impact of the arrangements on productivity and service. Formal arrangements should be reviewed annually.

The university may terminate the arrangement at any time with or without cause. The decision is final in terms of administrative review. The employee may request to end the arrangement, as well, but it is at the university's discretion to end the arrangement.

At least 30 days' notice should be provided to the employee, if possible. However, there may be an instance when the full 30 days' notice is not possible.

The University of Mississippi:

Employee:

Manager

Employee's Name

Title of Position

Title of Position

Date: _____

Date: _____