

THE UNIVERSITY OF TEXAS HEALTH SCIENCE CENTER AT SAN ANTONIO

**TELECOMMUTING AGREEMENT**

EMPLOYEE NAME:

\_\_\_\_\_

TITLE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

\_\_\_\_\_

1. Work location (street address and city):

\_\_\_\_\_

2. Designated work area (e.g., home office section of living room, etc.), attach floorplan:

\_\_\_\_\_

3. Telecommuting work schedule (indicate day(s) and hours):

\_\_\_\_\_

4. Typical assignments to be worked on by the employee at the remote location:

\_\_\_\_\_

5. The decision whether to install telecommunications facilities (e.g., business telephone line or data circuit) will be made between the department and the employee based on consultation with Telecommunications and Networking. If such facilities are installed, the expenses will be handled as follows:

\_\_\_\_\_

6. The following University equipment will be used by the employee in the remote work location and will be returned to the UTHSCSA at the expiration of this agreement:

\_\_\_\_\_

7. Communication (i.e., e-mail, voice mail, etc.) will be handled as follows:

\_\_\_\_\_

8. Additional conditions agreed upon by the telecommuting employee and the supervisor are as follows:

\_\_\_\_\_

9. Planned expiration of agreement (if before end of current fiscal year): \_\_\_\_\_

\_\_\_\_\_

10. Long Distance business telephone calls, either voice or data, made from the remote location will be made using a University-issued calling card or via the telephone system remote access service.

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11. The employee agrees to allow appropriate UTHSCSA personnel to inspect the employee's designated work location at mutually agreed-upon times to ensure that safe and appropriate working conditions exist.

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12. This Agreement is subject to cancellation under conditions stated in the University's UTHSCSA Telecommuting Policy.

**I have read and understand the University's Telecommuting Policy and agree to the conditions detailed:**

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Employee Signature Date

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Supervisor Signature Date

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Chair/Director Signature Date

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Executive Committee Member Date