

New Mexico State University System

Telework Agreement Form

The purpose of this document is for both the supervisor and the employee to have a clear, shared understanding of the employee's telework arrangement during emergencies. Each telework arrangement is unique depending on the needs of the position, supervisor, and employee.

This telework agreement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. The employee remains obligated to comply with all NMSU rules, policies, practices, and instructions that would apply if the employee were working at their regular worksite.

Employee Telework Information

Employee Name:	
Job Title:	
Department:	
Supervisor:	
Arrangement requested by:	<input type="checkbox"/> Employee <input type="checkbox"/> Department/College
Location where telework will be performed:	
Telework arrangement effective dates:	— (if end date is known)

Job Duties

The general expectation for a telework arrangement is that employees will effectively accomplish their regular job duties, regardless of work location.

1. While on telework, an employee will:
 - a. remain accessible during the telecommute work schedule;
 - b. check in with the supervisor to discuss status and open issues;
 - c. be available for teleconferences, scheduled on an as-needed basis;
 - d. be available to come into the office if a business need arises;
 - e. request supervisor approval in advance of working any overtime hours (if employee is non-exempt); and
 - f. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at employee's regular work location.
2. Employee's duties, obligations, responsibilities, and conditions of employment with NMSU remain unchanged except those obligations and responsibilities specifically addressed in this agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the normally assigned duty station. The supervisor reserves the right to assign work as necessary at any work site.
3. The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that employee's work quality, efficiency, and productivity are not compromised by the telework arrangement described herein.

Telework Arrangement Modification

Either the employee or NMSU may end an employee requested telework arrangement. This form does not apply to telework arrangements made through the disability accommodation process. All employee-proposed changes are subject to supervisor approval.

Ad-hoc modifications to this agreement should be discussed between the employee and supervisor. Long-term or substantive modifications should be documented by revising this agreement.

Telework Review

Specify a date to meet and discuss the effectiveness of the telework arrangement, or enter N/A.

Telework review date:	
-----------------------	--

Equipment and technology access

NMSU supervisors will work with their employee(s) to determine appropriate and suitable equipment. In the spaces below, specify any equipment or technology access the employee will need to telework and whether it will be employee or NMSU provided. In the event of equipment failure or service interruption, the employee must notify their supervisor immediately to discuss alternate assignments or other options. Internet access should be through the [VPN system](#).

Employee agrees to protect NMSU-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. Data security is vital. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.

Employee agrees to report to employee’s supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.

Employee understands that all equipment, records, and materials provided by NMSU shall remain the property of NMSU.

Equipment	Provided by	Responsible for loss or damage

Taxes

Employee understands that employee is responsible for tax consequences, if any, of this arrangement.

Telework - Timekeeping and Leave

Non-telework employees are expected to report to work as scheduled unless otherwise notified. Regular leave policies and procedures should be followed for employees who are unable to report to work.

Employees on telework should maintain accurate time records and supervisors are accountable for management of those records. Under the federal Fair Labor Standards Act (FLSA), non-exempt employees will be compensated for overtime that has been approved in advance by the supervisor in accordance with the provisions of the act.

Employees in exempt (salaried) positions are exempt from overtime regulations. Pursuant to established NMSU policies, employees must obtain supervisory approval before taking leave.

Incident Reports

The employee shall report any job-related injuries that occur in the course and scope of employment while teleworking at the earliest reasonable opportunity.

Policies and Procedure Acknowledgements

Initials

I have read and understand the NMSU System Telework During Emergencies Guidelines.	
I have read and understand NMSU System policy regarding personal use of NMSU computers and equipment, ARP 15.11, Acceptable Use of ICT Equipment and Resources .	

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Approved Denied

If Denied, provide reason(s): _____

Approved Denied

If Denied, provide reason(s): _____

Return the original signed form to the Human Resource Services department promptly. The form should be signed and returned electronically to HRhelp@nmsu.edu. Electronic signatures are acceptable.

Electronic Distribution:

Original: HRS - Personnel File

Copies: Employee, Supervisor, Department Head or Unit Leader