

# Teleworking Agreement

This Teleworking Agreement (“Agreement”), effective as specified herein, is between **Employee** (hereinafter referred to as “Employee”), an employee of **Towson University** (hereinafter referred to as “The University”), and the University. The parties, intending to be legally bound, agree as follows:

## ***Scope of Agreement***

Employee agrees that teleworking is voluntary and may be terminated, by either the Employee or the University, with or without cause.

Other than those duties and obligations expressly imposed on Employee under this agreement, the duties, obligations, responsibilities and conditions of Employee’s employment with the University remain unchanged. Employee’s salary and participation in the pension, benefit, and University-sponsored insurance plans shall remain unchanged.

The terms “alternate work location” or “alternate workplace” shall mean Employee’s residence or any remote office location approved by the University for purposes of teleworking. The term “office” shall mean Employee’s usual and customary University work address.

This agreement shall be construed, interpreted, and enforced according to the laws of the State of Maryland.

## ***Term of Agreement***

This Agreement shall be effective for the dates indicated in Employee’s current telework arrangement confirmation on record with the University, and shall remain in full force and effect as long as Employee remains approved to telework, subject to the conditions stated herein as well as any stipulations contained in the telework request approval confirmation. Continuation of the agreement is subject to review and renewal on at least an annual basis or at any time deemed necessary by the University.

## ***Termination of Agreement and Telework Privilege***

Employee’s participation as a teleworker is entirely voluntary and is available only as long as Employee is deemed eligible at the University’s sole discretion. There exists no right to telework. Either party may terminate Employee’s teleworking arrangement, with or without cause, upon reasonable notice thereof, in writing, to the other. The University will not be held responsible for costs, damages or losses resulting from cessation of the teleworking arrangement. This writing is not a contract of employment and may not be construed as one.

## ***Compensation and Leave***

Employee agrees that work hours will conform to the terms agreed upon by Employee and the University.

Employee agrees to obtain advance supervisory approval before performing overtime work and before taking leave. Working overtime without such approval may result in termination of the teleworking privilege and/or other appropriate action.

### ***Work Schedule and Work Status***

Employee agrees that Employee's work schedule will be as designated in the telework arrangement approved by the University (as specified in the Employee's Telework Work Plan included in the online request and approval). The Employee's Supervisor must agree in advance to any changes to Employee's work schedule. Employee agrees to provide Employee's timekeeper and supervisor with a copy of employee's work schedule (if applicable). Employee agrees to maintain contact with the office as specified in the telework arrangement currently on file.

Employee agrees to perform only official duties and not to conduct personal business while on work status at the remote work location. Personal business includes but is not limited to caring for dependents or making home repairs.

Employee agrees not to conduct any work-related meetings at the alternate work location if that alternate work location is the employee's home.

### ***Work Performance***

Employee agrees to provide regular reports if required by the supervisor to help judge work performance. Employee understands that a decline in work performance may result in termination of this agreement and the teleworking privilege by the University.

### ***Standards of Conduct***

Employee agrees to be bound by the University regulations, policies, and procedures while working at the alternate workplace as though they are working onsite. Violation of the foregoing may result in termination of this agreement and the teleworking privilege.

### ***University Equipment***

Employee agrees that use of equipment, software, data supplies and furniture, provided by the University for use at the alternate work location, is limited to authorized persons and for purposes related to work.

The University, at its sole discretion, may choose to purchase equipment and related supplies for use by Employee while teleworking or permit the use of Employee-owned equipment. The decision as to the type, nature, function and/or quality of electronic hardware (including, but not limited to, computers, video display terminals, printers, modems, data processors and other terminal equipment), computer software, data and telecommunications equipment (i.e. phone lines) shall rest entirely with the University. The decision to remove or discontinue use of such equipment, data and/or software shall rest entirely with the University. Equipment purchased for use by Employee shall remain the property of the University. The University does not assume liability for loss, damage or wear of Employee-owned equipment. Employee is responsible for installation, service, and maintenance of any Employee-owned equipment used.

In the event legal action is necessary to regain possession of University-owned equipment, software data and/or supplies, Employee agrees to pay all costs incurred by the University, including reasonable attorney fees.

In the event of University equipment failure or malfunction, Employee agrees to immediately notify the University in order to effect immediate repair or replacement of such equipment. In the event of delay in repair or replacement, or because of other circumstance, which make it impossible for employee to telework, Employee understands that Employee may be directed to report to the office or assigned to do other work and/or assigned to another location, at the University's sole discretion.

Furniture, lighting, household safety equipment, incidental to use of University-owned equipment, software and supplies shall be appropriate for their intended use and shall be used and maintained in a safe condition, free from defects and hazards.

Employee agrees to take all reasonable precautions, including but not limited to, scanning all computer equipment and software for viruses prior to use, installation and/or transmission, to prevent the transmission of viruses, unauthorized software or code to any computer owned by the University or onto the University's Local Access Network (LAN).

### ***Supplies***

Employee agrees to obtain from the central office workplace all supplies needed for work at the alternate workplace and understands that out-of-pocket expenses for supplies regularly available at the central workplace will not be reimbursed unless previously approved by the University.

### ***Alternate Workplace and Work Space***

Employee agrees to designate a workspace within Employee's alternate work location for placement and installation of equipment. The workspace must be adequate for performance of the Employee's official duties. Employee shall maintain this workspace in a safe condition, free from hazards and other dangers to Employee and equipment. The University must approve the site chosen as Employee's remote workplace, as described in the Self-Certification checklist included in the Employee's online request and approval.

### ***Reimbursement***

Employee agrees that the University will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g. utilities, insurance) whatsoever, associated with the use of the employee's residence or computer equipment. The University will reimburse Employee for expenses authorized by Employee's supervisor and incurred while conducting business for the University.

### ***Liability for Injuries***

Employee understands that Employee is covered under the Maryland Workers' Compensation law if injured in the course of actually performing official duties at the central office workplace or at the alternate workplace. Employee agrees to notify the Employee's supervisor immediately of any accident or injury that occurs at the alternate workplace and to complete any required forms. The University agrees to investigate such a report immediately.

Employee understands that the State will not be liable for damages to Employee's personal or real property while Employee is working at the alternate work location, except to the extent adjudicated to be liable under Maryland Law.

### ***Security of Confidential Information***

Employee agrees that all University-owned data, software, equipment, facilities, and supplies must be properly protected and secured. University-owned data, software, equipment, facilities, and supplies must not be used to create Employee-owned software or personal data. Employee will comply with all University policies and instructions regarding security of confidential information. Any software, products or data created as a result of work-related activities are owned by the University and must be produced in the approved format and medium.

### ***Disclosure***

Employee agrees to protect University records from unauthorized disclosure or damage and will comply with all requirements of law regarding disclosure of University information.

### ***Other Action***

Nothing in this agreement precludes the University from taking any appropriate disciplinary or adverse action against the Employee if the Employee fails to comply with the provisions of this agreement.

### ***Miscellaneous Conditions***

Employee agrees to participate in all studies, inquiries, reports, or analyses relating to teleworking for the University and understands that such studies and reports are public information. The release of such information shall not be inconsistent with existing laws or regulations regarding public information.

### ***Signatures and Incorporation by Reference***

By completing and executing the University's online telework application via electronic signature, to include reference to and acknowledgement of this Agreement, the Parties further acknowledge that they have effectively signed this Agreement, signifying their intent to be bound. By completing the request and approval process and electronically signing, the Parties affirm that they have fully reviewed, understand, and agree to the terms of this Agreement.

The Employee further attests that all information provided in the online request application is true and accurate to the best of Employee's knowledge. All stipulations and information contained in the online request application is also considered binding and hereby incorporated into this Agreement by reference.