

## Loyola University Maryland –Remote Work Agreement (*Staff and Administrator*)

The supervisor will review the remote work proposal and assess the request based on position, employee, and supervisor suitability for the request. After the recommendations are approved by HR, the supervisor will complete and sign this Agreement, and obtain the employee and divisional VP/Dean signature. Submit the completed Agreement form to HR for review, distribution, and placement in the personnel file. Remote work will not begin until the remote work Agreement has been signed by all parties. This form is used for voluntary remote work arrangements. Contact HR with questions.

### ***General Information:***

Employee Name: \_\_\_\_\_ Employee Email \_\_\_\_\_  
Employee Phone Ext. \_\_\_\_\_ Emp Cell/Home phone if applicable \_\_\_\_\_  
Job Title: \_\_\_\_\_ Emp ID: \_\_\_\_\_ Division: \_\_\_\_\_ Dept: \_\_\_\_\_  
FLSA Status: \_\_\_ Exempt (salaried) \_\_\_ Non-Exempt (hourly)  
Supervisor Name: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_ Supervisor Ext. \_\_\_\_\_  
Current on-site office building, and suite number, office # (if applicable): \_\_\_\_\_

### ***Employee Remote Work Location (print below)***

\_\_\_\_\_  
(Street address) (City) (State) (Zip)

Start date of remote work arrangement: \_\_\_\_\_

***Note the normal working scheduled hours in this box (i.e., Monday through Friday, 8:30am – 5:00pm EST)***

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***Normally Approved Remote Days***

***Check Remote or On-site as applicable***

**Job Duties:** The Employee's work status, job description, essential job functions, and duties and responsibilities are not changed as a result of this Agreement. The supervisor may require periodic, and on-demand written reports on work progress.

**Remote Work Location and Environment:** A signed Remote Work Agreement is valid only for the employee, position, and remote work location noted in this Agreement. Should an employee move into another position at the University, or choose to move to a different state, county, or country, the Agreement becomes null and void. Refer to the Remote Work Policy for additional information.

employee for home-use such as printers, monitors, etc., will be maintained by the Employee. Loyola accepts no