

UAMS

Temporary Remote Work Agreement (COVID-19)

This Temporary Remote Work Agreement (hereinafter “Agreement”), which relates to efforts to reduce risk of exposure to COVID-19 (referred to further as the current health situation), may be used where Departments have determined that work may temporarily be performed from home as a means of social distancing.

To be effective, this Agreement must first be signed and approved by the employee’s immediate supervisor and department head. When the Department determines to end this Agreement, you will return to your regular schedule and shift. You understand and acknowledge that having successfully engaged in temporary telecommuting pursuant to this Agreement does not require your Department to agree to any future telecommuting/remote work.

Employee Information

Name: _____ SAP #: _____

Job Title: _____ Department: _____

Supervisor Name: _____ SAP #: _____

Department Head Name: _____ SAP #: _____

Temporary remote work start date: _____

The Employee understands that this Agreement to permit them to work remotely is a temporary measure only, and will be reviewed continuously during the period in which UAMS encourages social distancing as a measure intended to minimize the spread of the current health situation. UAMS, the Department, and/or immediate supervisor may alter this schedule or terminate this Agreement at any time at its sole discretion by sending an email to the Employee’s UAMS email address. This Agreement will also immediately terminate if UAMS places a statement on its website <https://inside.uams.edu/> or <https://inside.uams.edu/coronavirus/resources/> generally indicating that all temporary remote work agreements arising from the current health situation are terminated.

Temporary work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

1. The employee will remain accessible and productive during scheduled work hours.
2. Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices, and will obtain supervisor approval prior to working unscheduled overtime hours.

3. If the employee is unable to work due to illness, or wishes to use leave time, he or she must follow the department's standard leave/call-in procedures, using sick and/or annual leave as appropriate.
4. Sick and annual leave must be submitted using Employee Self-Service (ESS) or other established method within his or her department.
5. The employee will report to the employer's work location as necessary upon directive from his or her supervisor.
6. The employee will communicate regularly with his or her supervisor and co-workers, which includes weekly written report of activities.
7. The employee will comply with all UAMS rules, policies, practices, and instructions that would apply if the employee were working at the employer's work location.
8. The employee will maintain satisfactory performance standards.
9. The employee will maintain a safe and secure work environment at all times.
10. The employee will allow the employer to have access to the remote location for purposes of assessing safety and security, upon reasonable notice by the employer.
11. The employee will report work-related injuries to his or her supervisor as soon as practicable.

UAMS will provide the following equipment: _____

The employee will provide the following equipment: _____

The employee agrees that UAMS equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on UAMS equipment. The employee understands that all tools and resources provided by UAMS shall remain the property of UAMS at all times.

The employee agrees to protect UAMS tools and resources from theft or damage and to report theft or damage to his or her supervisor immediately.

The employee agrees to comply with UAMS policies and expectations regarding information security. The employee will be expected to ensure the protection of private health information and any confidential information accessible from his or her temporary work location.

The employee agrees to always follow HIPAA Privacy and Security regulations.

The employee understands that all terms and conditions of employment with UAMS remain unchanged, except those specifically addressed in this agreement.

This temporary remote work agreement is revocable and may be discontinued by UAMS at any time.

I hereby affirm by my signature that I have read this Temporary Remote Work Agreement and understand and agree to all of its provisions.

Employee Name & SAP #	Employee Signature	Date
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Supervisor Name & SAP#	Supervisor Signature	Date
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Department Head & SAP#	Department Head Signature	Date
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A copy of this signed Agreement will be emailed to employeerelations@uams.edu. The employee and the supervisor should each keep a copy of this Agreement for future reference.