This agreement outlines the terms and conditions under which (EMPLOYEE NAME/TITLE) will be allowed to work from home, also known as “telecommuting.” The agreement is effective ***DATE*** and will continue through ***DATE****,* and must be renewed to continue. It can be withdrawn with ***five days***written notice by the unit head also known as UIC managing supervisor is (NAME/TITLE) without adverse repercussions.

1. The telecommuter will telecommute to the following alternative worksite: **HOME ADDRESS**
2. The telecommuter agrees to be available during the assigned business hours of \_\_\_\_ to \_\_\_\_ for communication through such methods as phone, skype, email, etc., and agrees to respond within a reasonable timeframe.
3. Employee initiated schedule changes must be with advance approval by the managing supervisor.
4. Work hours, overtime compensation, use of sick leave, and use of vacation must be approved in advance and in accordance with UIC policies and procedures, departmental guidelines, and or applicable corrective bargaining agreement.
5. The duties, obligations, responsibilities and conditions of the telecommuter's employment with UIC remain unchanged. The employee's salary, retirement, vacation and sick leave benefits, and insurance coverage shall remain the same.
6. The specific duties and assignments to be performed from home are listed below: ***DUTIES***.

The managing supervisor reserves the right to assign other work as necessary to meet university needs.

1. Recognizing that effective communication is essential for this arrangement to be successful, the following methods and times of communicating are agreed upon:
	* [**SPECIFY**: when, how often, during what time frames, communication method (phone, email, etc.)]
2. The employee agrees to remain accessible during designated work hours, and understands that UNIT reserves the right to modify this agreement as a result of business necessity.
3. The employee will provide sufficient documentation as required by the direct supervisor, detailing the type and amount of work conducted at home.
4. The telecommuter agrees to maintain a safe and ergonomically sound work environment, to report work‐related injuries to the managing supervisor at the earliest opportunity, and to hold UIC harmless for injury to others at the telecommuting location.
5. The telecommuter agrees to provide a secure location for UIC‐owned equipment and materials, and will not use, or allow others to use, such equipment for purposes other than UIC business. All equipment, records, and materials provided by UIC shall remain UIC property. The telecommuter agrees to allow the University reasonable access to its equipment and materials.
6. The telecommuter will implement the steps for good information security in the home‐office setting, and will check with his/her supervisor when security matters are an issue. The telecommuter has obtained and read a copy of UIC’s appropriate use and security requirements and procedures.
7. The employee agrees to use university-owned equipment, records, and materials for purposes of university business only, and to protect them against unauthorized or accidental access, use, modification, destruction, or disclosure. The employee agrees to report to the supervisor instances of loss, damage, or unauthorized access at the earliest reasonable opportunity.
8. Management retains the right to modify the agreement on a temporary basis as a result of business necessity, or as a result of an employee request supported by the managing supervisor.

I hereby affirm by my signature that I have read the Unit Telecommuting Agreement and understand and agree to all of its provisions.

Employee Date

Managing Supervisor Date

Vice Chancellor/Dean/Department Head Date

Copy to be sent to UIC HR via ginsburg@uic.edu