

OLGGOH \*HRUJLD 6WDWH 8QLYHUVLW\  
7HOH:RUN \$JUHHPHQW

## Memorandum

**RE: Telecommuting Agreement**

This memorandum shall serve as an agreement between the employee named above and the Department of \_\_\_\_\_ B B B B B B B B through which the employee will be allowed to utilize telecommuting to perform the duties and responsibilities of his/her position from a location other than the primary departmental office located at \_\_\_\_\_ B B B B ~~THE AGREEMENT~~  
shall be referred to as the Ôtelecommuting agreementÓ and is authorized by the department on a.) a trial basis, or b) for the period designated below.

As the employee approved for telecommuting, it is important for you to understand that we, as the employer, may change any of the conditions or requirements of the telecommuting agreement at any time during the period of the agreement. Also, O L G G O H \* H R U J L D G W D W H E S Q L Y H U V L W V reserves the right to cease this arrangement altogether at anytime.

## 1. DURATION:

7 K LDVJ U H HZLHQGM D O L G E HRQJB Q QB QB B B B B B Q B RQDQGB B B B B B B B B B B B B B B B B  
1 RWMR [ F HR-HQH DEUXWH Q H ZLHQH DLQ F U H P7HQLW W G D ISU IWRQKHHQ G  
R M KRHW KSHH U LRRDGWQW L B X U WQWHH O H F R BPIXVEHRQSUB U ZLLQH U WLFLS D WH  
L QU H Y LZHKZ F BQH VLXQD KHH D F W R WDHMIPR QD VDKRQH P H Q W

## **2. WORKING LOCATION:**

### **3. WORKING HOURS:**

8 Q G W U V W H H U P I W K D J U H H P R I X Q W D H S S U R V Y R H G O H F R B P B P X Q D H S / H U  
B B B B B J H Z O H H E N D P Q V Z K L F / K D J Q I Q H U B S V D L R K Q B B C B R I H D F K  
Z H H R N U R S E W D R Q H M R H H D Q W I G H D I R X D U D H S S U R V Y R H G O H F R R D X U M H  
H [ S H F W A R H S G H R G X D Q D F Y W H L H Q H J O D W G B d t N e a s t 9 K R X D G V D G X U W Q J H  
G H S D U V Q R H U Q P D V D E K R V X B Q V B V D V P W R 3 S P

VXEPLW \RXU OHDYH UHTXHVWV WRBBBBBBBBBBBBB  
:KHQ QHFHVVDU\ ZH PD\ LQIRUP \RX LQ SHUVRQ YLD HPDLO RU

< R X D J U H H M Q R I W G e W R a S k a t University R Z Q H G H T X L S P H Q W I R U S H U V R Q D O S

2 S W L R Q ' X U L Q J W K H S H U L R G R I W K L V W H O H F R P P X W L Q J D J U H I  
I R X U R Z Q L Q W H U Q H W D F F H V V L E O H F R P S X W H U D Q G S U L Q W H U W R  
U H T X L U H G D V D F R Q G L W L R Q R I H P S O R \ P H Q W W R P D L Q W D L Q L Q W

WORK ASSIGNMENTS

< R X L Q @ F H I R Y Z H R U D N V L J Q E P \ F R Q W W V S R Z Q W K Q L U P P H G V D S M H U R V D V R U  
G D L O \ E D V L V D W W K H E H J L Q Q L Q J R I W K H Z R U N G D \ R U D V Q H F H  
D V V L J Q P H Q W V D W W K H B B B B B B B B B O R F D W L R Q : R U N D V V L J Q P H

7 K H P S O R D J H U H M R V L P S L H W U I R U R D R Q F L F L D D V O / Q V G Q X H W Q V R V K Z R U O N R F D W L R Q  
V S H F L L G S B G D J U ) D D S L K O W R P S Z Q \ W K K S L W R Y L P V D L V R K Q V L X Q Q W U P L Q D M K L H R Q  
7 H O H F R P P X W L Q J \$ J U H H P H Q W D Q G R W K H U D S S U R S U L D W H G L V F L

: H ORRN IRUZDUG WR ZRUNLQJ ZLWK \RX RQ WKLV WHOHFRPPXW  
LQSIXW\WR XU WQSLWR FRQ\WR ZHPD'DV WIRWQGXRII I L\ZFLHMHQ V XW KQ JW  
\RX DUH SURGXFWLYH DQG DEOH WR PHHW MRE HISHFWDWLRQV X

, DFFHSW WKH WHUPV DQG FRQGLWLQRQV RI WKLV DJUHHPHQW XQGHUVWDQG ZKDW LV H[SHFWHG RI PH GXULQJ, IWWKHH USHULRG RDUH DQ\ FRQFHUQV UHJDUGLQJ WKLV DUUDQJHPHQW , ZLOO EODULILEDWLRQ DQG UHVROXWLRQ

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' X U L W Q U S H H U B R V G D M U H H W P V H K P V S O R D V J H H W H K K D H W W K K H E G F R Y H E U B I G O  
O L G G O H \* H R U J L D S V R D V A F O S E U V R L F Y H G V X V V V H R A X H Q S D Q R J F T K Q V V W H V  
V K R E Q V K G H X U D W H L F R D Q U R R O W R H F R Q V V D D F R I C V D L Q Q G R V R J W D U D Q W H H  
F R Q W L Q X H D P V S D R R Q P X H Q W M S J H U L R G