

## University of Houston System COVID-19 Temporary Telecommuting Form

### I. Short-term Work Arrangement – Related to COVID-19

1. This is an agreement between \_\_\_\_\_ (“the department”) and \_\_\_\_\_ (“Employee”) to establish the terms and conditions for performing work at an alternate work site.
2. This agreement will begin on \_\_\_\_\_ and is anticipated to continue through \_\_\_\_\_ (generally for a period up to 5 days).  
The following conditions apply:
  - a. Employee’s telecommuting schedule is \_\_\_\_\_
  - b. Employee’s regular telecommuting site location is \_\_\_\_\_
  - c. Employee’s contact phone number is \_\_\_\_\_
3. While telecommuting, Employee will:
  - a. remain accessible by phone or electronically during the telecommute work schedule;
  - b. be responsible for establishing effective communication among co-workers and customers and to check in with the supervisor to discuss status and open issues;
  - c. be available for teleconferences, scheduled on an as-needed basis;
  - d. request supervisor approval in advance of working any overtime hours (if employee is non-exempt);
  - e. be responsible for fulfilling their job duties and responsibilities.

### II. Safety & Equipment; Information Security

1. Employee agrees to maintain an adequate, safe, and secure work environment and to report work-related injuries to Employee’s supervisor at the earliest reasonable opportunity.  
Employee agrees to hold the University harmless for injury to others at the alternate work site.
2. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:
  - a. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telecommute location, and shall not be reimbursed by the employer for these or related expenses. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network.
  - b. Employee agrees to protect University-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure.
  - c. Employee understands that all equipment, records, and materials provided by the University shall remain the property of the University.

- d. No Protected Health Information or otherwise confidential information should be kept on personal electronic equipment.
- e. Employee must follow all other software licensing and copyright laws, as well as all precautions and requirements.

### III. University COVID-19 Protocols

- 1. Employee is responsible for complying with [University's COVID-19 Protocols](#). In addition, Employee is required to provide additional documentation and complete the following forms, as applicable.
  - a. **In a case of potential exposure:** Employee must complete the [UH Reporting Potential Exposure Form](#).
  - b. **In a case of COVID-19 diagnosis:** Employee must complete the [UH Reporting Diagnosis Form](#).
  - c. **Prior to returning to campus:** Employee must complete the [Request to Return to Campus Form](#).
- 2. Supervisor is responsible for:
  - a. Ensuring Employee compliance with [University's COVID-19 Protocols](#);
  - b. Maintaining active dialogue and communication with Employee during the period of temporary telecommuting.
  - c. Monitoring eligibility for Employee's participation in the Temporary Telecommuting Program, including fulfillment of their University job duties and responsibilities.

**I hereby affirm by my signature that I have read this Telecommuting Agreement and University COVID-19 Protocols and I understand and agree to all the provisions.**

\_\_\_\_\_  
Employee's Name and  
PS ID

\_\_\_\_\_  
Date

**I hereby affirm by my signature that I have read this Telecommuting Agreement and University COVID-19 Protocols and I understand and agree to all the provisions.**

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President's Name or Designee

\_\_\_\_\_  
Date

**Maintain a form within your department files and forward a copy to Human Resources at [hrsc@uh.edu](mailto:hrsc@uh.edu).**