

Telecommuting Agreement

Employee Name:

Position Title:

Department:

Manager Name:

Effective dates of remote work arrangement: [DATE to DATE]

Telecommuting Schedule:

Remote work site

The employee agrees to use an alternate work site that enables him/her to perform work comparable to that practiced at a typical work station at UCLA Health and complies with all necessary security.

Schedule

For the duration of this arrangement, the employee's weekly schedule will be **<day-day, time-time Pacific Standard/Daylight Time (PST/PDT)>** onsite at the UCLA Health work site, and **<day-day, time-time>** at the remote work site.

Telecommuting days may not be carried over from month to month or saved for use at another time. Managers retain the right to require employees to work on-site on specific days (i.e. to participate in person in scheduled staff or client meetings).

Terms and Conditions of Employment

Per the UCLA Health Telecommuting Policy, all terms and conditions of employment apply regardless of where the work is performed. This includes, but is not limited to, pay/salary, benefits, attendance requirements, position duties and performance standards, and adherence to UCLA Personnel Policies for Staff Members (PPSM) and department policies and procedures.

Communication

The employee agrees to be as accessible as their on-site counterparts during scheduled remote work hours by phone and email. Messages and emails should be checked no less than every two hours. Office telephone greetings should not indicate that the employee is working from an off-site location as work location should be transparent to customers. Calls may be forwarded as long as recorded greetings are business-appropriate.

Work Assignments

The employee will meet with their manager on a regular, on-going basis to receive specific assignments and duties, to identify measurable outcomes and/or results, and to review work in progress as well as completed work. The employee is to complete all assigned work according to work procedures mutually agreed upon by the employee and the manager according to standard operating procedures.

Safety & Security

It is expected that the employee will provide reasonable care and good judgment in the organization, operation and maintenance of the remote work station and immediate surroundings to ensure good working conditions and preservation of well-being.

The employee is responsible for promptly reporting any injuries sustained during their designated work hours at the remote location to their manager, in accordance with UCLA Health Policy HS7318 Employee Work Related Illness and/or Injury. UCLA Health is not liable for any injuries to family members or others that occur at the remote work location.

Information Security

The employee will take all precautions necessary to secure confidential and proprietary UCLA Health and patient information and prevent unauthorized access to any UCLA Health systems from their offsite location in accordance with UCLA Compliance Policies. Work done at the remote work site is considered official business, release or destruction of any records should be handled according to Privacy and Information Security standards. Computerized files are considered official records and shall be similarly protected.

Equipment, Services & Supplies

Supply of lighting, internet, electrical service, and appropriate surrounding physical conditions are the responsibility of the employee. The employee will be responsible for providing furniture and equipment at the remote work site.

The employee agrees that he/she understands how to assemble/disassemble all work station components supplied by UCLA Health, to safely transport individual components in order to bring such components to worksite or other authorized location for service, repair, or recall as needed.

The employee agrees to take full responsibility for all equipment and materials provided by UCLA Health and protect University equipment from damage. The employee agrees to return all UCLA Health owned equipment and supplies in good condition, aside from the normal wear and tear, when requested.

All equipment and supplies, including computer hardware and software, furnished by UCLA Health and all copies thereof are the property of UCLA Health. The employee agrees not to sell, lease, assign, transfer, or otherwise make available to any third party.

UCLA Health is not be responsible for operating costs, home maintenance, or any other incidental cost (e.g. utilities) associated with the remote worksite.

Reimbursement

UCLA Health will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g. utilities) associated with the remote worksite.

Termination of Agreement

At the discretion of the department management, Telecommuting Agreements may be suspended or terminated at any time for any reasons, and the employee will be directed to immediately return to the UCLA work site.

The employee understands that remote work is not an employee right but a discretionary work arrangement, and accepts the conditions set forth in this Agreement.

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Employee Signature

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Date

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Manager Signature

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Date

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Chief / DGSOM Dean's office designee Signature

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Date

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