

APPENDIX A

USM Office Telework Agreement and Work Plan

This Teleworking Agreement and Work Plan (hereinafter referred to as "Agreement"), effective _____ is between _____ (hereinafter referred to as "Employee"), an employee of the University System of Maryland Office (hereinafter referred to as "the USMO"). The parties, intending to be legally bound, agree as follows:

Scope of Agreement

Employee acknowledges that she/he has read the USM Office Policy and Procedure on Telework and agrees to abide by the provisions therein. The provisions of that Policy and Procedure are incorporated by reference in this Agreement.

Nothing in this agreement precludes the USMO from taking any appropriate disciplinary or adverse action against the Employee if the Employee fails to comply with the provisions of the Policy or this Agreement.

Employee agrees to be bound by the USM and USMO regulations, policies, and procedures while working at the remote workplace. Violation of the foregoing may result in termination of this agreement and the teleworking privilege.

This Agreement shall be construed, interpreted, and enforced according to the laws of the State of Maryland.

Term of Agreement

This Agreement shall become effective as of the date first written above and shall remain in full force and effect as long as Employee teleworks.

Telework Schedule

Employee's Telework Schedule is designated below. The Employee's supervisor must agree in advance to any changes to Employee's Telework Schedule. Employee agrees to maintain contact with the office during a Telework day. If the Employee teleworks on regularly-scheduled days, indicate the days. Otherwise, note that Employee may telework on an intermittent basis. Employee's Telework Schedule is: _____.

Remote Workplace and Work Space

Employee's remote workplace is designated below. The workspace must be adequate for performance of the Employee's official duties. Employee shall maintain this workspace in a safe condition, free from hazards and other dangers to Employee and equipment. The USMO must approve the site chosen as Employee's remote workplace.

Remote Work Address: _____.

Remote Work Phone: _____.

Description of workspace in the Remote Workplace: _____

_____.

Remote Workplace Self-Certification Checklist

| | Yes | No |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| Is the work space free of potential hazards that could cause physical harm (frayed wires, bare conductors, loose wires, exposed wires to the ceiling, frayed or torn carpet seams, uneven floor surfaces)? | | |
| Are electrical outlets grounded (3 pronged)? | | |
| Are the phone lines, electrical cords, and extension wires secured? | | |
| Is the office space neat, clean, and free of obstructions and excessive amounts of combustibles? | | |
| Is there enough light for reading? | | |
| Is there a working smoke detector within hearing distance of the workspace? (Please test it.) | | |
| Is the area free from distractions (children, etc.)? | | |
| If you have been issued university equipment, have you been briefed on the care of the equipment? | | |

Work Plan

When working from the remote workplace, the Employee will perform the following general activities. Specific projects and/or tasks may be assigned by the supervisor as needed.

I affirm by my signature below that I have read this agreement, understand its subject matter, and agree to its terms.

Employee Signature

Date

Approvals Required:

Supervisor Signature

Date

Department Head