

## STUDENT EMPLOYEE REMOTE WORK/TELECOMMUTING REQUEST FORM

<b>Student's Name</b>	<b>UNM ID No.</b>
<b>Telephone No.</b>	<b>Email Address</b>
<b>Street Address</b>	<b>City, State, Zip Code</b>

The following constitutes an agreement on the terms and conditions of remote work or telecommuting away from a UNM worksite within the state of New Mexico. This agreement specifies the conditions applicable to an arrangement for performing work, either part-time, or entirely at an alternate work location, on a regular basis.

This agreement is at the discretion of the supervisor and is subject to ongoing review. This agreement may be subject to modification or termination at any time based on performance, operational or business needs, and may be withdrawn or terminated.

Agreement Type	
<b>Remote Work:</b> an arrangement that allows a student employee to work entirely at an alternate work location other than a UNM site	<b>Telecommuting:</b> an arrangement that allows a student employee to work partly at an alternate location other than a UNM site
Duration Period (Suggested duration period should be no more than one (1) semester in length and renewed on a semester basis.)	
<b>Agreement Start Date</b>	<b>Agreement End Date</b>

Work Schedule (Should be no more than twenty-eight (28) hours per week.)							
Days and hours when working <u>off-site</u> *Student Employees must record actual time worked. Work Schedules may include details about lunch/break times.							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Start Time</b>							
<b>End Time</b>							
Days and hours when working <u>at UNM site</u> *Student Employees must record actual time worked. Work Schedules may include details about lunch/break times.							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Start Time</b>							
<b>End Time</b>							

**Work Plan**

The Work Plan outlines the agreed upon standards for work at an alternate site (e.g. variable schedules, if approved, communication requirements, office coverage, electronic meeting protocols and reporting in to supervisors.)

### WORK SCHEDULE

- ✓ I agree to maintain regularly scheduled and approved work hours and to be fully accessible during those hours. I recognize that schedule changes may be made at the discretion of my supervisor.
- ✓ I agree to obtain prior approval from my supervisor before working more than the agreed-upon hours. I also agree that I cannot work more than 28 hours per week.
- ✓ I agree to accurately report work hours and strictly adhere to required rest and meal breaks in full compliance with policies and federal, state and local guidelines.
- ✓ I understand that I may be required to work hours at the UNM worksite or temporarily revise the work schedule, for business reasons or business continuity at the discretion of my supervisor.

### POLICIES

- ✓ I agree to abide by all UNM policies and procedures. I recognize that remote work/telecommuting does not change the conditions of employment or applicability of University policies.

### DUTIES AND ASSIGNMENTS

- ✓ I understand that I am expected to maintain a level of productivity, performance, communication, and responsiveness that would be considered standards for working at a regular UNM worksite.
- ✓ I agree to adhere to the plan agreed upon with my supervisor outlining the standards for work at the alternate site (e.g. variable schedules (if approved), communication requirements, office coverage, electronic meeting protocols, shared office space, how assignments will be received and returned, phone coverage and reporting in to the supervisor).
- ✓ I recognize that my supervisor reserves the right to assign other work, as necessary, at any worksite.
- ✓ I recognize that job responsibilities, standards of performance and performance reviews will occur as if I were at a regular UNM worksite.
- ✓ I recognize that effective communication is essential for this arrangement to be successful and agree to maintain a presence and be available to my supervisor, department staff, coworkers, work teams and customers with the same response times as if at a regular UNM worksite.
- ✓ I agree to maintain contact when remote working/telecommuting and will notify my supervisor, department staff, coworkers, work teams and customers of any changes in my posted work schedule.

### WORKING ENVIRONMENT

- ✓ I understand that I am responsible for ensuring a worksite environment suitable for accomplishing my regular job duties during scheduled hours of work and, if applicable, arranging for appropriate dependent care.

### SAFETY

- ✓ I agree to maintain a safe and secure work environment.
- ✓ I understand I am responsible for arranging the alternate worksite in an ergonomically sound manner, at my own expense, and that [UNM Environmental Health & Safety](#) is available as a resource to provide me with information on a safe and ergonomically sound worksite.
- ✓ I agree to report any work-related injuries to my supervisor at the earliest opportunity, and I agree to hold the University harmless for injury to others at the alternate worksite.
- ✓ I agree not to conduct in-person work-related meetings at the alternate worksite.

### REIMBURSABLE AND UNALLOWABLE EXPENSES

- ✓ I understand that my arrangement for working from home or other alternate locations is not on travel status and not eligible for meal reimbursement. Similarly, meals taken at home or other alternate locations (or delivered) during a web conference business meeting are not reimbursable.

- ✓ I understand that my department will evaluate on a case-by-case basis where reimbursement is necessary with specific needs not already met with existing resources and only allowable if University-issued office equipment (e.g. computer, printer, keyboard) can't be relocated or if I do not already have personal equipment at the alternate worksite to enable me to perform my work duties.
- ✓ I understand that requests for reimbursement for the business use of a cellular phone or similar device purchased with my own funds is at the department discretion in accordance with UNM policies and procedures. I understand that no reimbursement will be made for business calls or a percentage of total business calls made within the package minutes covered under my plan.
- ✓ I understand that other expenses (utilities, rent, furniture, etc.) will not be reimbursed in accordance with UNM policy and procedures. For guidance see [Telecommuter Home Office Purchases](#).
- ✓ I understand that should I telecommute for a portion of my workday where a block of work is worked at home and another block of work is worked at the office, the time in between used for commute purposes is not compensable travel time

### **EQUIPMENT/RECORDS/SECURITY**

- ✓ I understand that UNM-owned equipment (tagged and untagged) used at a location other than a UNM worksite must be logged on an [Employee Equipment Checkout Form](#) to ensure accurate tracking of UNM property.
- ✓ I agree to use University-owned records and materials for University business purposes only and to protect them against unauthorized or accidental access, use, modification, destruction, loss, theft or disclosure. I understand that although I may be permitted to use the University-owned equipment for incidental personal use, such use shall not interfere with the business use of the equipment.
- ✓ I understand that the University will provide for repairs to University equipment when damage to that equipment is incurred during the course and scope of my job duties and during my work hours. I understand that when I use personal equipment, software, data, supplies and furniture, I am responsible for maintenance and repair of these items unless other arrangements have been made in advance and in writing with my supervisor.
- ✓ I agree to allow the University access to maintain, repair, inspect or retrieve University-owned equipment, software, data, supplies and furniture at the alternate worksite, upon reasonable notice.
- ✓ I understand when working with UNM data from any computer or mobile device, whether UNM-owned or personally owned, onsite or offsite, I will comply with the [Working with UNM Data guidelines](#). I will check with my supervisor when there are specific questions about the security of information systems or data. Additionally, I understand that I must report any instances of loss, damage, or unauthorized access to UNM's Information Security and Privacy Office ([ispo.unm.edu](mailto:ispo.unm.edu)) and to my supervisor as soon as possible.
- ✓ I agree that I will maintain reliable and secure network connection to support my work activities.
- ✓ I agree to report to my supervisor any instances of loss, damage, or unauthorized access at the earliest opportunity.
- ✓ I agree to ensure information is not disclosed in violation of [FERPA](#), [HIPAA](#) or other state or federal laws, regulations or UNM policies and procedures.
- ✓ I agree to return all University equipment to the University for inspection, repair, replacement, or repossession when requested by my supervisor or upon termination of this agreement.
- ✓ I understand all equipment, records, and materials provided by the University will remain the property of the University.
- ✓ I agree to return all university equipment upon termination of this agreement or upon termination of my employment with my department.

### **OTHER**

- ✓ I understand that I am solely responsible for any and all tax and/or insurance consequences/deductions, if any, of this arrangement and for conformance to any local laws/regulations (including but not limited to local zoning laws/regulations).

Note: The University will not provide individual guidance regarding potential tax or insurance implications arising from this Remote Work/Telecommuting Agreement nor any guidance regarding any local laws/regulations that may apply. Should I have any tax, insurance, or legal questions relating to this Remote Work/Telecommuting Agreement, I recognize I am encouraged to consult with my own legal and/or tax professional.

- ✓ I understand that all obligations, responsibilities, terms and conditions of employment with the University remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.

I hereby affirm by my signature that I have read this Student Employee Remote Work/Telecommuting Request and understand and agree to all provisions herein.

<b>Student Employee's Printed Name</b>	<b>Date</b>
<b>Student Employee's Signature</b>	

---FOR SUPERVISOR USE ONLY

<b>Reviewed by:</b>	<b>Date:</b>	<b>Decision:</b> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>
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