Memorandum

To:

From:

Re: Telecommuting [Date]: The University of Tennessee Institute of Agriculture

is committed to supporting flexible work arrangements where mutually beneficial to employees and the employing department. Experience has shown that these arrangements have the highest potential for success when all aspects of the agreement are agreed to in writing in advance. This memorandum evidences approval by [Department Name] of a telecommuting work assignment for the above named employee, effective [Date].

The following understandings form the basis of this agreement:

1. Telecommuting will adhere to [UT Policy HR0480](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwjajs6t4KL3AhVrUN8KHXhTDHcQFnoECAgQAQ&url=https%3A%2F%2Funiversitytennessee.policytech.com%2FdotNet%2Fdocuments%2F%3Fdocid%3D691%26public%3Dtrue&usg=AOvVaw2LsxznssIz7x1jZqLAkzGZ) as necessary to accommodate the business needs of the University and the request of the employee.

2. While telecommuting, all University IT policies are applicable, including [Acceptable Use Policy](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKEwjBk4jX36L3AhVCTt8KHaI_AoUQFnoECAcQAQ&url=https%3A%2F%2Fpolicy.tennessee.edu%2Fwp-content%2Fuploads%2Fpolicytech%2Fsystem-wide%2Fit%2FIT0110-Acceptable-Use-of-Information-Technology-Resources.pdf&usg=AOvVaw03uRGq64vw7w7f1jqA5D-h). Additional helpful information on working securely from home including how to handle [FERPA](https://ferpa.utk.edu/policy/) data, using University‐approved cloud storage, and Zoom security guidelines, is available on [UTIA’s Security](https://utiasecurity.tennessee.edu) page.

3. While telecommuting, UTIA employees may be eligible for UT’s worker’s compensation benefits. Workers’ compensation coverage is for work‐related injuries that occur specifically and clearly in the course and scope of employment. If a work‐related injury occurs at the alternative location, the employee must immediately report the injury to their supervisor and call the CorVel Employee Injury Call Center at (866) 245‐8588.

4. The UTIA Safety Office recommends that employees conduct a self‐assessment of their alternate work location and make changes based upon the self‐assessment results. The Ergonomics Self‐Assessment Guide is available to help employees assess and improve their workspace. If problems persist for more than 30 days after a self‐assessment and ergonomic adjustments, please contact the UTIA Safety Office at 865‐974‐4909 or utiasafety@utk.edu

5. Anticipated telecommuting work hours will be from [add work hours and percentage time as needed] but may vary based on need and scheduled meetings, travel, or events. The employee will be expected to complete a minimum of 40.0 hours of productive work each week. As appropriate, accrued annual and sick leave should be requested according to departmental guidelines. The employee will accurately record the hours worked and /or leave taken on the timesheet or in an online time entry system.

6.All requests for leave must be approved consistent with the policies of the university and the practices of [Department Name]. The employee should communicate with the supervisor any time that will not be spent on work activities during anticipated work hours described above in number 5.

7. It is expected that the employee will join meetings via Zoom or video conferencing software as necessary and may be required to attend in person meetings or other critical in person activities as directed by the supervisor.

8. If available, university owned equipment may be checked out to the telecommuting location and used in accordance with policy. The [equipment check out form](https://finance.tennessee.edu/wp-content/uploads/forms/Equipment-Request-Form.pdf) may be utilized to keep a record of equipment used at the telecommuting location. Any and all university owned equipment must be properly returned to the university immediately upon request.

9. The university may not provide a dedicated office space for employees assigned to a full-time or hybrid telecommuting arrangement.

10. This agreement will be formally reviewed at least annually or as needed at which time the agreement may be extended or amended, subject to the ongoing business needs of the university.

The university reserves the right to terminate this agreement, at its sole discretion, at any time, due to changes in operational needs, employee non‐performance of assigned tasks, unreasonable delays in completion of tasks, non‐adherence to an established work schedule, university code of conduct violations or other reasonable considerations unforeseen at this time.

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head or Dean: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Extension Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_