

University of Houston-Downtown COVID-19 Temporary Remote Work Expectations

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

1. While working remotely, employee will:
 - a. report to work as scheduled
 - b. remain accessible by phone and electronically during the telecommute work schedule;
 - c. be responsible for establishing effective communication with co-workers and customers and to check in with the supervisor to discuss status and open issues;
 - d. be available for teleconferences, scheduled on an as-needed basis;
 - e. request supervisor approval in advance of working any overtime hours (if employee is non-exempt);
 - f. be responsible for fulfilling their job duties and responsibilities.
2. When this short-term arrangement terminates, employee will promptly return all notes, data, reference materials, sketches, drawings, memoranda, reports, records, equipment, software, supplies, and any other University property in their possession or control.

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.
2. Employee agrees to hold the University harmless for injury to others at the alternate work site.
3. Regarding space and equipment purchase, set-up, and maintenance for remote work purposes:
 - a. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the remote 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 [UHD Reporting Potential Exposure Form](#).
 - b. **In a case of COVID-19 diagnosis:** Employee must complete the [UHD 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 remote work.
 - c. Monitoring eligibility for employee's participation in the Temporary Remote Work Program, including fulfillment of their University job duties and responsibilities.

I understand and agree to the terms outlined above.

Employee's Name/PeopleSoft ID#

Signature

Date