

**University of Houston-Downtown
COVID-19 Temporary Remote Work Request Form**

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

1. This is an agreement between _____ (“the department”) and _____ (“Employee”) to establish the terms and conditions for performing work at an alternate work site.
2. This agreement will begin on _____ and is anticipated to continue through _____ (For a period up to 10 days).
 - a. Employee’s remote work schedule is: _____.
 - b. Employee’s regular remote work site location is (Address): _____.
 - c. Employee’s contact phone number is: _____.
3. While working remotely, employee will:
 - a. remain accessible by phone and electronically during the remote work schedule;
 - b. be responsible for establishing effective communication with co-workers and customers and to check in with the supervisor to discuss status and open issues;
 - c. be available for virtual meetings, scheduled on an as-needed basis;
 - d. request supervisor approval in advance of working any overtime hours (if employee is non-exempt);
 - e. be responsible for fulfilling their job duties and responsibilities.

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 hereby affirm by my signature that all information I have provided is accurate and true, and that I have read this Temporary Remote Work Request Form and University COVID-19 Protocols and understand and agree to all the provisions.

_____	_____	_____
Employee's Name/PeopleSoft ID#	Signature	Date

IV. Leadership Action

Approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____	_____	_____
	Supervisor's Name			Signature	Date
Approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>	_____	_____	_____
	Vice President's Name or Designee			Signature	Date

If request is denied, state reason: _____