



Flexible Work Schedule Agreement

Termination

I understand that my Supervisor or University may terminate this Agreement earlier than the period specified as the Effective Dates, at any time, in their sole discretion.

Flexible Work Conditions:

I understand that flexible work arrangements do not change the basic terms and conditions of employment with the University and that I will continue to be responsible for all job duties, as assigned. All University employees, including remote workers, are subject to the University's employment policies and procedures. Employee understands that they must continue to abide by all wage and hour policies, including but not limited to, if Employee is a non-exempt employee, completing a daily time sheet, getting pre-approval before working overtime, and taking all requisite meal and rest breaks.

Employee further understand that, in accordance with the University's Flexible Work Guidelines, Employee is responsible for designating and maintaining a workplace that is free from recognized hazards and that complies with all occupational safety and health standards, rules, and regulations. Employee is responsible for setting up and maintaining an ergonomically correct workstation and completing and submitting a [Ergonomic Self-Assessment Form](#). Employee also agrees that they are solely responsible for any tax implications related to their remote work space, if it is not a University-owned or University-leased space.

The University shall be responsible for the repair and maintenance of University-owned remote work equipment, office equipment, and furniture in accordance with established procedures. Employee agrees to use all equipment for its intended purpose, in accordance with the manufacturer's instructions and in a safe manner and to return it promptly to the University at the conclusion of the work. All University-owned property used in performance of University business shall be located within the remote work space designated by the Employee and may be used only by authorized employees for intended University purposes. The Employee is responsible for insuring University provided equipment under his or her homeowner's or renter's insurance policy.

Remote Work Data Security:

If the telecommuting arrangement includes access to SCU computers or systems other than email, the remote worker will meet the following requirements to protect University data.

- Please visit the [Technology for Working Remotely](#) website for information and instructions on setting up required Virtual Private Networking (VPN) and to review other helpful guidance.
- The remote worker must complete a telework and information security training program. Contact iso@scu.edu to request access to the training system.
- Remote workers must use SCU-owned computers to ensure that they are up-to-date for operating systems and application patches as well as anti-virus updates.
- Remote workers must not use public WiFi (such as at airports or restaurants) to access SCU applications and resources.
- Remote workers must use home networks that are password-protected using WPA2 technology (Usually the default option for current WiFi routers)
- Remote workers shall ensure they protect sensitive SCU information and information technology, such as computers, hard drives, and removable media when traveling between SCU and the alternate work location and avoid leaving the equipment or documents unattended.
- Remote workers shall utilize a screensaver password or log out of the computer when not in use.
- Remote workers shall ensure they protect sensitive SCU information and information technology, such as computers, hard drives, and removable media when traveling between SCU and the alternate work location and avoid leaving the equipment or documents unattended.