To:

From:

Subject: Request to Work from

At your request, you may work from       for       hours per week beginning      . Under this agreement, the quantity, quality and timeliness of your work must be maintained or enhanced. The agreement is subject to the following terms and conditions:

1. Your work schedule will be      , from       to      . In addition, you agree to be available via teleconference, as needed, during normal business hours. Any variance to your schedule must be approved by       in advance.
2. You will work with the office support staff to be available to them as needed regarding any work projects.
3. You are responsible for submitting leave reports directly to      . You will need to work with       to set an appropriate arrangement for monitoring your work load and project completion.
4. You are responsible for any additional costs that result from working from       including utilities, long distance telephone charges, internet access, etc.
5. You are responsible for supporting the local software, hardware, and internet connection that you will be using for your work from      . The office of computer services will support the methods used to securely access the UW-      network and associated computing resources located at UW-     .
6. All University of Wisconsin System employees are required to comply with the code of ethics applicable to their employment status which also applies to work done from home. For your reference, additional information may be found at: <https://www.wisconsin.edu/regents/policies/code-of-ethics/> .
7. You agree to abide by UW-      policies covering information, security, software, licensing and data privacy as well as the requirements of applicable state and federal government statutes.
8. This arrangement is anticipated to last through       at which time you will return to your current position and office location. However, approval of this telecommuting work arrangement may be withdrawn at any time and for any reason, and this agreement will be continually monitored and reviewed by me.
9. All work rules apply to the telecommuting employee. The agency has the right to inspect the premise with reasonable notice and reserves the right to inspect the premises post-injury. The agency reserves the right to investigate circumstances associated with third-party subrogation claims. The University self-insures its own property. The employee should annually supply a certificate of insurance coverage.

 Please indicate your understanding and acceptance of these conditions by signing in the space below.

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 (Employee) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 (Supervisor) Date

cc: