

## NDNU Telecommuting Agreement

### Employee Information

**Name:** \_\_\_\_\_ **Hire Date:** \_\_\_\_\_  
**Job title:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**FLSA Status:**            Exempt                      Nonexempt

This temporary telecommuting agreement will begin and end on the following dates:

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_  
**Temporary Work Location:** \_\_\_\_\_  
**Employee schedule:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### The employee agrees to the following conditions:

- The employee will remain accessible and productive during scheduled work hours.
- Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.
- Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.
- The employee will report to the employer's work location as necessary upon directive from their supervisor.
- The employee will communicate regularly with their supervisor and co-workers.
- The employee will comply with all NDNU rules, policies, practices, and instructions that would apply if the employee were working at the employer's work location.
- The employee will maintain satisfactory performance standards.
- The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.
- The employee will always maintain a safe and secure work environment.
- The employee will allow the employer to have access to the telecommuting location for purposes of assessing safety and security upon reasonable notice by the company.
- The employee will report work-related injuries to their manager as soon as practicable.

## NDNU Telecommuting Agreement

NDNU will provide the following equipment: Laptop

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The employee will provide the following equipment: Internet connectivity

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The employee agrees that NDNU equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any security or administrative settings changes on NDNU equipment. The employee understands that all tools and resources provided by the company shall remain the property of the company at all times.

The employee agrees to protect company tools and resources from theft or damage and report theft or damage to their manager immediately.

The employee agrees to comply with NDNU's policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary company and customer information accessible from their home offices.

NDNU will reimburse the employee for the following expenses: None

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Employee will submit expense reports with attached receipts in accordance with NDNU's expense reimbursement policy.

The employee understands that all terms and conditions of employment with the company remain unchanged, except those specifically addressed in this agreement.

- The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.
- The employee agrees to return company equipment and documents within five days of termination of employment.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human resources signature: \_\_\_\_\_ Date: \_\_\_\_\_