

Concordia University, Inc.

Remote Work Location Agreement

The following constitutes an agreement on the terms and conditions of utilizing an Remote Work Location, (referred to as “the agreement”) between: Concordia University, henceforth referred to as “the University” or “University” and

_____, (referred to as “the employee”).

Term

The Remote Work Location Agreement (referred to as “the agreement”) is in effect starting _____ and continues until either party gives notice of change or termination. Concordia University reserves the right to unilaterally interpret, change, modify, suspend, amend, delete, or cancel any provision of this Policy or procedures discussed herein or in the Agreement at any time and in its sole discretion. Generally either the employee or the University may end an employee requested remote work arrangement by providing no less than 7 calendar days’ written notice, unless it is for alleged misconduct or an emergency, in which case the agreement maybe discontinued immediately. This Policy is not intended to be a contract of employment, express or implied, or any other type of contract.

Policies

The employee agrees to abide by all Federal, State and local laws, the University and the Lutheran Church – Missouri Synod (LCMS) rules and policies, including human resource policies, information policies, and the intellectual property rights of the University.

The employee should be familiar with the following policies and guidelines:

- Remote Work Location Policy
- Employee Handbook, specifically Technology and Remote Access Policy
- LCMS Synodical Handbook

Requirements

The employee is required to review the agreement and take online trainings either before beginning remote work or soon thereafter, depending on how soon training is available. A link to the proper training will be sent from Vector Solutions.

Work Location & Hours

The employee’s Home-Based Remote Location is: _____

The employee is approved to work from the remote location:

- On a Split Schedule Home-based and University-based office location
- On a Fully Remote Schedule Home-based location employee basis – no on-campus office and occasional on-campus presence
- Occasionally upon approval of supervisor – no regular schedule/inclement weather or emergency
- Temporarily– for a limited time _____

The employee is scheduled to work from the Home-based office location the following days:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

The employee's core hours on Home-based office location days when they are available to supervisor and coworkers are:

_____ to _____

Describe any additional or alternative work arrangement(s):

An employee that works from a split schedule home-based remote location may be required to share office space on their days at the central work place.

The employee is scheduled to work from the University-based office location on:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

The employee's core hours at the University-based office location are:

_____ to _____

In the event the University-based office location is closed due to weather or other emergency, the employee is to continue working from the remote location until instructed otherwise by supervisor, see the Employee Handbook for details.

Specific Job Tasks

[If the Remote Location is limited to specific tasks, projects, or types of work describe them here.]

Termination

The agreement is not a guarantee of employment, and can be terminated at any time by either the University or the employee. A remote location may never be allowed to continue uninterrupted if it is detrimental to work quality, students, the department, or the University. In such situations the supervisor will make a good faith effort to work with the employee to resolve the situation, but if the problem cannot be resolved, the supervisor has a responsibility to terminate the agreement.

In the event of termination of the agreement, the employee will be notified of the termination in writing.

In the event this remote work location agreement is terminated, the supervisor will make every attempt to provide sufficient notice to allow the employee to make appropriate arrangements.

The University will not be held responsible for costs, damages or losses to the employee resulting from termination of the remote work location agreement.

Agreement

This Agreement may be amended at any time by Concordia University. A copy of this agreement and any addendums or amendments will be provided to the employee and placed in the employee's personnel file.

Employee: By signing, the employee states they have read, understood, and agree to the terms and conditions of the Remote Work Location Policy and this agreement:

Employee Signature

Date

Supervisor: By signing this statement, the supervisor agrees to work with the employee to implement the Remote Work Location Agreement as described in the Remote Work Location Policy and this agreement.

Supervisor Signature

Date

Upon completion by Employee and Supervisor; please send to Human Resources for Final Approval & Processing.

Remote work cannot begin until Human Resources has received/reviewed this form and signed off.

Human Resource Signature

Date