Alternate Work Arrangements - Telecommuting
A Manager’s Guide

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Alternate Work Location Arrangements

In reviewing the options described in this guide, the success of any of them depends a great deal on you as the manager. While alternate work locations may enhance employee productivity and morale, such arrangements can also lead to problems, if not implemented correctly. This guide is intended to offer information that will help you to manage telecommuting employees effectively, if such an arrangement is appropriate to your overall organizational needs.

The Human Resources Office is available to assist if you have questions or concerns about alternate work location arrangements. The Director or Deputy Director must review and approve telecommuting arrangements prior to changing any work hours, establishing performance standards, or before changing the terms and conditions of employment of any other employee as a result of a decision to create a telecommuting position.

Definition of Telecommuting

Telecommuting is the relocation of an employee’s work site to an alternate work location, e.g. the employee’s home. The term telecommuting usually involves some type of computerized or electronic communication with the primary work site. Telecommuting can be done on a part-time or full-time basis, with the number of hours depending on factors such as the nature of the work to be done, the needs of the unit, and if possible, the needs or wishes of the employee.

Advantages of Telecommuting

The experiences of other organizations that have implemented telecommuting have shown the benefits described below. Only your experience will ultimately demonstrate whether such benefits accrue to your department/unit.

1. Increased productivity. Other departments/units have noted productivity increases after having implemented telecommuting. There are several possible reasons: elimination of commute stress; working at home which can allow employees to avoid interruptions and distractions that often exist in the office; increased morale which may serve as a motivator; and work schedules which can be arranged to take advantage of the employee’s most productive work periods.
2. **Lower use of sick leave.** Telecommuting can reduce the amount of sick leave used by employees in two ways: escaping the pressure of commuting or tight daily schedules can make some employees less susceptible to illness; sometimes employees who are injured or ill, and otherwise not inclined to dress for work and make the drive to the office, may still feel able to work, if at home.

3. **Improved employee morale.** Employers who have instituted telecommuting programs have noted some increase in employee morale. This may be due to the increased flexibility and time for personal business; improved work environment; ability to schedule work around “personally productive” hours, rather than adhering to an organizational norm (8 a.m. to 5 p.m.); reduced expenses (e.g., commute, clothing, lunch), and/or the employee’s appreciation for the convenience, independence, and supervisory trust shown by such programs.

4. **Improved recruitment and retention.** It is important for The Agriculture Program to be able to recruit and retain the best employees possible. Telecommuting can help in these areas. By increasing flexibility and autonomy, reducing commute time and work expenses, and by allowing employees a more pleasant work environment, telecommuting can make your department a more attractive place to work for both current and future employees. In addition, telecommuting arrangements can make working for The Agriculture Program more convenient and attractive to people living in outlying areas, thus giving all of us a broader base from which to draw new applicants.

**Disadvantages of Telecommuting**

In making a management decision about whether or not to implement a program for telecommuting, you must also consider the disadvantages which could arise.

1. **Staffing/vacation/leave coverage.** Having employees who do not work at the primary work location, or who do not keep the same hours as others, may make vacation, sick leave, and other types of leave coverage somewhat more difficult. It may be necessary, at times, for a manager to temporarily alter a telecommuting arrangement if staff coverage is necessary in the primary work location. It may also take some adjustment for department staff (including managers and supervisors) to learn new schedules, and adjust to not always having everyone there. Routinely posting telecommute days and flexible hours would provide necessary information to other staff.

2. **Scheduling meetings.** As with coverage, scheduling meetings can become more complex. Trying to accommodate meetings to days in the office or flexible work schedules reduces the core period of time employees will be in the same place, at the same time. It may, at times, be necessary for an employee to adjust his/her schedule in order to be available for a meeting.

3. **Loss of cohesiveness/interpersonal dynamics.** Altering the dynamics of the work place, and the relationships that have been established, can have consequences (though not always negative). There can be a loss of “team” feeling; there may be feelings of increased isolation and loss of social contact for telecommuting employees; hard feelings can develop among employees whose positions or personal circumstances do not allow them to telecommute.

4. **Safety/security/liability.** Supervisors and managers need to be cognizant of safety issues when employees work outside of the traditional work hours. It is important to make certain that security matters are understood by employees who work alone or who work early or late (e.g., doors locked, lights on, proper identification prior to allowing access). The University Police Department should be made aware of employees who consistently work in isolated or remote areas, or whose schedules include particularly early or late hours.

**Telecommuting - Questions Managers Ask**

The following are frequent questions and concerns expressed by managers and supervisors when considering a telecommuting arrangement.

1. **Who can telecommute?** The supervisor may wish to consider employees who:
• hold positions with functions/tasks which can be performed away from the primary work location;

• have passed their probationary period;

• have maintained a satisfactory work performance (e.g., have demonstrated self-motivation, good organization and time management skills, and a high degree of job knowledge).

This consideration can only be given after the supervisor has determined that a telecommuting arrangement is appropriate to the overall organizational needs of the unit, the job assignment, and departmental budget and staffing needs.

2. **How often should employees telecommute?** The supervisor may wish to begin with a minimum telecommuting assignment for the employee (e.g., one day a week) and then increase the assignment depending upon the amount of time allowed by the position and the needs of the department. Telecommuting assignments may be part-time and require that some time be spent at the primary work location. The amount of time acceptable may also be dictated by space available. It is not inconceivable that a position would be recruited primarily to telecommute.

3. **How will I know if the telecommuting employee is really working?** The most common concern expressed by managers is that if they can’t see their employees, they have no way of knowing if they are really working. One response has been that, even when an employee can be seen, a supervisor can’t be certain that the employee is working. Telecommuting may bring about a change in the way you, as a supervisor, supervise. To effectively manage a telecommuting employee, the supervisor must manage what the telecommuting employee produces. The important question becomes can the employee turn out a good product in a reasonable period of time? Decide what tasks the employee will be performing, and when each of those tasks will be completed. Make certain the goals/timelines are discussed with the employee, and that the standards are reasonable, and would be reasonable if the assignment was being performed at the primary work location.

4. **What if the telecommuting employee doesn’t seem to be getting the job done?** If you permit an employee to work at an alternate work location and the work is not being done in the time or manner you have outlined, discuss your expectations with the employee again. Remind the telecommuter that the hours of work are those that were set in the telecommuting arrangement, and the work expectations are the same as those of an employee in the primary work location. If discussion with the telecommuting employee is not successful in improving unsatisfactory work performance, you as the supervisor, must determine the alternatives available. It is important to continue to communicate expectations to the employee and to consult with your Human Resources Office regarding alternatives.

5. **Won’t it hurt our communication to have an employee telecommute?** Many supervisors express concern that not having employees in the office will hurt communication with them. That does not have to be the case. The telecommuting employee is still available by phone during her/his work hours at the alternate work location, and face-to-face communication is available on those days when the employee is working in the office. Maintaining face-to-face communication is important and is a major reason why most employers limit either the number of days or the number of hours an employee may telecommute. Another issue is the telecommuting employee’s availability to co-workers. Co-workers must also be able to reach the telecommuter and should be aware of scheduling and how the telecommuting employee can be reached, if necessary.

6. **Will telecommuting employees lose their loyalty to the department if they work at an alternate work location rather than in the office?** Telecommuters see working at an alternate work location as a great benefit and realize the trust that is expressed in such arrangements. It can actually increase loyalty to the organization.

7. **What do I tell employees who want to telecommute but don’t have the right kind of job?** Some employees will not be able to telecommute due to the nature of the position. This issue can be addressed to some extent by making known the types of positions that do and do not allow for telecommuting. However, in reviewing a particular position with an employee, there may be functions/tasks which allow one day a week of telecommuting or working at an alternate work location. If that is not possible, explain the reasons to the employee and that the decision is not an arbitrary one. If it is a performance-related decision, that too should be explained, basing your discussion on previously documented and discussed employee performance appraisals.
8. What do I do if a telecommuter doesn’t want to work at the alternate work location any more? Telecommuting may be a work arrangement begun in response to a request by an employee. It may also be a condition of employment, at the time of hire, which cannot be altered due to a lack of space at the primary work location. If it is a request to return to the primary work site, every effort should be made to accommodate the employee’s return as soon as possible. If it is a condition of employment, whether such an arrangement can be changed will depend upon the circumstances of the unit and management’s evaluation of organizational needs.

9. What do I do if a telecommuter is injured while working at the alternate work location? The telecommuter’s alternate work location is an extension of his/her office work space. Injuries occurring in the workplace during agreed upon work hours are covered under Workers’ Compensation, just as an injury would be if it occurred at the primary work location. The telecommuter must notify the supervisor immediately. The supervisor shall, upon being made aware of it, immediately refer the employee to see his/her own physician as necessary, and complete all appropriate injury reports.

10. Will this take a lot of management or supervisory time? At first, you may devote a certain amount of time to assisting employees in establishing their telecommuting schedule and setting performance goals for them. However, once initial issues are resolved and a communication pattern established, telecommuting employees should not require more supervisory time or attention than other employees.

11. Can I, as a supervisor/manager, also telecommute? Some managers and supervisors assume that they must be in the office every day, even when their employees are not. That is not necessarily true. Supervisors and managers also have functions/tasks that can be performed at an alternate work location (e.g., organizational planning, budget proposals, report writing or employee performance appraisals). It may, in fact, be the case that such functions/tasks can be better accomplished at an alternate work location without the usual interruptions that can take place in the office. Telephone communication can also be established between the office and the telecommuting manager or supervisor, just as it is with other telecommuting employees.

How to Implement Telecommuting

Prior to implementing a telecommuting arrangement, you will need to consider the following issues.

1. Evaluate organization needs. All programs require administrative approval. Therefore, before specific approval is given, it is important to assess the particular request in light of departmental programs and needs, as well as budget and staffing, when making a decision about a telecommuting within the organization.

2. Consider positions/employees. In deciding whether or not a particular employee and his/her position are suitable for telecommuting, you should consider each employee’s job responsibilities, and each employee’s past work performance.

   • The position’s responsibilities. Review the position description of the position being considered for telecommuting. Are there functions/tasks which can be performed at an alternate work location, or performed at a time when other employees are not available? Does it involve writing, reading, research, thinking, editing, data entry, word processing or coding? Is it project oriented? Does the position provide immediate response to a request for services (e.g., does it provide a service either in person or by answering phones)? Does it require use of equipment or services that are only available at the primary work location? Does it require use of confidential files that cannot be taken from the primary work location? Does it provide backup to any other position (backup that cannot be provided by another employee, e.g., special skill or training)? Can accommodation be made to any areas of concern?

   • The employee’s previous work performance. Review the employee’s previous performance appraisals and other pertinent records of performance. You are probably familiar with the work habits of the employee being considered for telecommuting. Telecommuting requires self-motivation and self-discipline. It also requires an employee who works well without direct supervision, has good time management skills, a good understanding of his/her duties and responsibilities, and is well organized. If you are unsure about whether or not an employee is a good candidate for telecommuting, you should contact your Human Resources Office to discuss your questions or concerns.
One option is to allow the employee to begin telecommuting on a trial basis, perhaps one day a week. If you determine after a sufficient period of time that the employee is not effective at the alternate work location, or that it is not organizationally effective for that employee to be away from the primary work location, you, as the supervisor, have the right to terminate the telecommuting arrangement. This must only be done with prior notice to the employee.

If you must deny or terminate a telecommuting arrangement, be sure it is for business reasons only, and be clear in your explanation to the employee that it is neither a personal nor an arbitrary decision. It should be remembered, too, that many hardworking employees may experience problems working in a telecommuting arrangement. Some employees who work well in an office setting find working at an alternate work location to be isolating. It also reduces visibility to co-workers and can result in not being available for office social activities. Some employees miss the lack of immediate accessibility to supervisory input and/or support services (copy machines, fax, supplies). Some just find too many distractions at an alternate work location.

3. **Determine budget and equipment needs.** Based on the functions/tasks that would be performed at the alternate work location, you must determine what budget impact or equipment needs are required for a successful telecommuting arrangement. Perhaps the answer to both budget impact and equipment needs is none. However, you should consider the following questions:

   - Is any equipment needed for the telecommuting arrangement that is under consideration (direct telephone line or modem, voice mail, telephone credit card, answering machine)?
   - Is there equipment available from the department that can be loaned to the employee working at an alternate work location (computer, printer, software, modem)?
   - Is this equipment needed at the primary work location by the employee when he/she is not telecommuting?
   - Is this equipment usually shared by other employees who would need it when the telecommuting employee has it at the alternate work location?
   - What is the cost if the unit has one or more employees telecommuting (equipment, modem, voice mail, telephone credit card)?

4. **Set schedules.** The next step is to determine how often the employee will be working at the alternate work location. This will be determined by such issues as those already mentioned above: functions/tasks to be performed; the percentage of time represented in the position by those functions/tasks; the performance history of the employee being considered; the availability of equipment; any need for the employee to attend regularly scheduled meetings or provide backup to other positions at the primary work location, etc.

   It is imperative that the work days and work hours be established to ensure proper Workers’ Compensation coverage for the employee and to limit our liability for work-related injuries incurred during those periods.

5. **Set goals and timetables.** It is critical for you and the telecommuting employee to set goals and timetables by which you both can determine if the work is being done in a satisfactory manner. Carefully managing the work output of your telecommuting employees is the most important task you will face. Many managers already use this management style, which is sometimes referred to as “management by objectives” or MBO. It is the managing of employees through setting goals and objectives rather than by observing them at work.

   For other employees, they will perform the same routine tasks over long periods of time. These will be the same tasks performed at the primary work location.

   For other employees, they may be involved in projects that will vary from week to week or month to month. In these instances, each project should have a time frame, a format, and an end product by which you will measure productivity and the quality of the work performed. Does the employee have a work plan with assignments and products understood? Are your expectations clearly outlined to the employee? Is the employee willing to be accountable for the results and the work performed under such an arrangement?
6. **Establish performance criteria.** It is important that you be clear with all employees on the performance criteria by which they are evaluated. In managing by objectives, the focus will be on the product and not the process, that is, what is accomplished and not the direct observation of it being done. The measure will be the results. Some of the questions to be answered are: What is the required product (report, study, budget, outline, or forms to be processed)? Is there a quantity that is reasonable to expect? And if so, what is the expected time frame (when, how often) for completing the assigned product? Whatever the functions/tasks, you should use the same standards for determining the telecommuting employee’s work performance that you would use if the employee was working in the primary work location.

7. **Determine communication arrangements.** Once the goals, objectives and performance criteria are set, you should meet with the employee on a regular, predetermined basis to discuss progress and any problems. There should be a commitment to maintaining that communication schedule whether daily, weekly, or whenever agreed upon. You should make yourself available between meetings, in case the employee needs assistance to continue the work. You may also wish to specify how often the employee is expected to call in for messages (e.g., every hour, once or twice a day, etc.). Also, it will be important for other employees to know how to reach the telecommuter.

Since telecommuting reduces the amount of face-to-face contact, it is important that you be active in maintaining communication and keeping those lines open. All employees perform better and remain loyal if you remain available, recognize their contributions, and keep them feeling like integral members of the group. Remember, too, that it may be necessary to publicize the new hours of service, or the availability of certain staff members to those “clients” or “client departments” your telecommuting employees serve.

8. **Discuss alternate work arrangements and any family care issues.** Each supervisor should discuss with the employee what the alternate work site will be like. If working at home, the employee is required to designate a certain part of his/her home as their at-home work site. Discuss this area with the employee to make certain that it will provide a good, safe working environment. You may with sufficient notice ask to inspect the at-home or alternate work location site if you have any concerns about the appropriateness of equipment or overall safety of the employee.

If the employee has children or adults at home during the established work hours, it is appropriate to ascertain what arrangements have been made to ensure that the employee will have a work environment free of family disturbances. It is important to remind them that telecommuting is not an alternative to family care arrangements.
## Summary of Procedures - Alternative Work Arrangements

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<tr>
<th>Responsibility</th>
<th>Action</th>
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<tbody>
<tr>
<td>Supervisor</td>
<td>1. Considers proposal to implement alternate work arrangements for particular position; if request made by incumbent, acknowledges request, discusses proposal.</td>
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<td>2. Reviews the following: functions/tasks of position under consideration, departmental staffing needs, space and budgetary considerations.</td>
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<td>3. Consults with Human Resources Office on proposal.</td>
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<tr>
<td>Human Resources Office</td>
<td>4. Advises on policy/practice/FLSA considerations, performance standards; reviews proposed arrangement; recommends alternative arrangements, if necessary; directs supervisor to Human Resources website to access alternate work location schedule and forms.</td>
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<tr>
<td>Supervisor</td>
<td>5. Employee completes Alternate Work Location Request Form (AG-438) and supervisor makes a recommendation regarding the proposal.</td>
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<td>a. If proposal is disapproved as not appropriate to department needs, and request was made by incumbent, explains decision to employee.</td>
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<td>b. If proposal is approved as appropriate to department needs, completes appropriate Alternate Work Location forms with employee; reaffirms with incumbent the following: time frame of telecommuting arrangement; communication patterns to be maintained; objectives to be met (i.e., goals and timetables).</td>
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<td>c. Sends signed copy of Alternate Work Location Request Form (AG-438) to Human Resources Office.</td>
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<tr>
<td>Human Resources Office</td>
<td>6. Reviews Alternate Work Location Request; discusses any questions with departmental supervisor; forwards to Director/Deputy Director.</td>
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<tr>
<td>Director/Deputy Director</td>
<td>7. Approves or denies request to implement a telecommuting work arrangement.</td>
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<tr>
<td>Supervisor</td>
<td>8. Notifies employee to begin telecommuting work arrangement.</td>
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<td>9. Monitors arrangement; maintains open communication with employee; discusses any concerns with employee; consults with Human Resources Office, if questions arise or concerns continue.</td>
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The Agriculture Program

ALTERNATE WORK LOCATION REQUEST

Employee name: ___________________________________ Department/Unit: ___________________________________

Date of hire: ___ / ___ / ___ Date of current assignment: ___ / ___ / ___

Job title: _______________________________________

1. Benefit of AWL to employee:
   _____________________________________________________________
   _____________________________________________________________
   _____________________________________________________________

2. Benefit of AWL to department/unit:
   _____________________________________________________________
   _____________________________________________________________

3. Indicate proposed work schedule:

<table>
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<tr>
<th></th>
<th>Primary Duty Station Hours (e.g., 8:00-12:00 p.m.)</th>
<th>Alternate Work Location Hours (e.g., 1:30-5:30 p.m.)</th>
<th>Lunch (e.g., 12:00-1:30 p.m.)</th>
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4. Start date of proposed schedule: ___ / ___ / ___ End date of proposed schedule: ___ / ___ / ___

5. Proposed alternate work location site:
   _____________________________________________________________

I request approval to work at an alternate work location. I agree my supervisor and I will complete the *Alternate Work Location Agreement, Inventory of Equipment* (if applicable), and the *Alternate Work Location Safety Checklist* (if applicable) if my request is approved. I agree that The Agriculture Program is not obligated to provide resources/equipment to establish an office away from the usual duty station.

Employee signature: ___________________________ Date: ___________________________

Recommend approval: ☐ Yes ☐ No Reason: ___________________________

Supervisor signature: ___________________________ Date: ___________________________

*If supervisor does not recommend approval, the employee and next level supervisor will be notified by providing them a copy of this completed form. No further action is necessary.*

Department Head/Unit Head signature: ___________________________ Date: ___________________________

Director / Deputy Director: ___________________________ Date: ___________________________

(With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.)
# The Agriculture Program

## ALTERNATE WORK LOCATION AGREEMENT

### EMPLOYEE INFORMATION

<table>
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<th>Name:</th>
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<tr>
<th>FLSA status (check one):</th>
<th>□ Exempt from overtime</th>
<th>□ Non-exempt from overtime</th>
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### WORK LOCATION INFORMATION

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<th>Regular/Primary Work Location:</th>
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<th>Primary Work Phone #:</th>
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<th>Alternate Work Location:</th>
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<th>Alternate E-mail Address:</th>
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### ALTERNATE WORK LOCATION IMPLEMENTATION PROCEDURES

1. Describe how the employee will communicate with supervisor and department:

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. Briefly explain how hours worked will be tracked/recorded:

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

3. Briefly describe how the quality and quantity of work will be evaluated. What measures will be used to determine that the agreement is working successfully for the department?

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

(continued)
SCHEDULE INFORMATION

Start date of AWL schedule:   /   /   
End date of AWL schedule:   /   /   

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<tr>
<th>days</th>
<th>Primary Duty Station Hours (e.g., 8:00-12:00 p.m.)</th>
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TERMS AND CONDITIONS

1. Working at an alternate work location is an option and not a right.

2. Participating in an alternate work location agreement can be terminated at any time by the supervisor or the employee.

3. The employee will develop and follow an effective communication strategy with their supervisor and co-workers.

4. Conditions of employment with The Agriculture Program are not affected by working in an alternate work location.

5. The designated alternate work location is considered an extension of the department’s or unit’s work space and is governed by the provisions of Worker’s Compensation during the agreed upon work hours while performing work-related duties. The employee will immediately report any on location job-related accidents which occur during the agreed upon work hours while performing work-related duties.

6. The alternate work location and specific work area are subject to periodic review by the supervisor/department head/unit head or designee with reasonable notice.

7. The alternate work location environment will be professional when receiving or making work-related phone calls (e.g., no barking dogs, loud music/television, crying children in the background, etc.).

8. Working in an alternate work location is not a substitute for dependent care.

9. Work hours, use of annual leave, sick leave, and all other types of leave will conform to current Texas A&M University System Policies and Regulations, as well as Agriculture Program Rules and Procedures. The employee will maintain the work schedule and submit appropriate documentation requesting sick leave, annual leave, or other types of leave (when applicable).

10. Business meetings with third parties will be conducted at the primary duty station.

11. Long distance phone calls and faxes will be handled according to departmental policy and the directives of the supervisor.

12. On occasion, the employee may be required to report to the primary workstation to attend meetings or tend to other responsibilities, regardless of the alternate work location agreement.

13. Agriculture Program equipment to be utilized at the alternate work location will be listed on an Inventory of Equipment Form, signed and dated by the employee and supervisor.

14. The employee will maintain a safe working environment at the alternate work location. The supervisor and employee will review and sign the Alternate Work Location Safety Checklist when the location is provided and/or maintained by the employee. (Contract may be terminated if safe working environment is not maintained.)
15. The employee will safeguard all work-related records and files from loss or damage. All products, documents, reports, and data created at the alternate work location as a result of work-related activities are the intellectual property of The Texas A&M University System and are subject to the Texas Public Information Act. The employee will return all work-related property to the department upon request.

16. A non-exempt employee must limit actual work hours to 40 hours per week, unless prior approval has been obtained from the supervisor.

17. The employee is expected to follow all Texas A&M University System Policies and Regulations, as well as Agriculture Program Rules and Procedures while at all work locations.

18. The employee must comply with the terms and conditions of this Agriculture Program Alternate Work Location Agreement. Failure of the employee to comply with these terms and conditions may result in the termination of the Alternate Work Location Agreement and may also result in other disciplinary action up to and including termination of employment.

EMPLOYEE AGREEMENT

I have read, understand, and will comply with all of the terms and conditions of this Alternate Work Location Agreement.

Employee signature: ___________________________ Date: ________________

SUPERVISOR AGREEMENT

I have reviewed this Alternate Work Location Agreement with the employee and will hold the employee accountable to the terms and conditions of this agreement.

Supervisor signature: ___________________________ Date: ________________

DEPARTMENT HEAD/UNIT HEAD AGREEMENT

Department Head/ Unit Head signature: ___________________________ Date: ________________

(With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.)
The Agriculture Program
INVENTORY OF EQUIPMENT

Name of Employee: ____________________________

Department/Unit: ____________________________

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<th>TYPE OF EQUIPMENT</th>
<th>SERIAL NUMBER</th>
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STATEMENT OF AGREEMENT:

- This equipment will be maintained in a safe, secure, and orderly manner.

- This equipment will be used in accordance with Texas A&M University System Policies and Regulations, as well as Agriculture Program Rules and Procedures.

- The supervisor/department head/unit head or designee may visit the alternate work location with reasonable notice to ensure that this equipment is being maintained in a safe, secure, and orderly manner.

- The employee is responsible for any loss or damage to the above-referenced Agriculture Program equipment, except that which occurs through normal wear and tear.

- The employee will immediately return all Agriculture Program equipment, supplies, etc., upon the request of the department or upon the termination or expiration of the Alternate Work Location Agreement.

I certify the equipment listed above has been issued to me by The Agriculture Program and received in good working condition. I have read, understand, and will comply with all of the terms and conditions listed on the Statement of Agreement on this Inventory of Equipment form.

Signature of employee: ____________________________ Date: ____________________________

I have reviewed this Inventory of Equipment form with the employee referenced above and will hold the employee accountable to the terms and conditions of this agreement.

Signature of supervisor: ____________________________ Date: ____________________________

(With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.)
The Agriculture Program

ALTERNATE WORK LOCATION SAFETY CHECKLIST

Name of Employee: ___________________________ Department/Unit: ___________________________

The employee and supervisor will review this checklist together to ensure steps have been taken to address the safety of the AWL when the location is provided and/or maintained by the employee.

ALTERNATE WORK LOCATION:

☐ The employee has clearly defined workspace that is kept clean and orderly.
☐ The lighting is adequate for assigned tasks.
☐ Exits are free of obstructions.
☐ Supplies and equipment (both department/unit and employee-owned) are in good condition. The Inventory of Equipment Form has been reviewed and signed, if applicable.
☐ The work area is well ventilated and heated for assigned tasks.
☐ Storage is organized to minimize risks of fire and spontaneous combustion.
☐ Cords, cables, or other items are placed in an orderly fashion to prevent a tripping hazard.
☐ Surge protectors are used for Agriculture Program computers, fax machines, and printers.
☐ Heavy items are securely placed on sturdy stands close to walls.
☐ Computer components are kept out of direct sunlight and away from heaters.

EMERGENCY PREPARADNESS:

☐ Emergency phone numbers (hospital, fire department, police department) are posted at the alternate work location.
☐ A first aid kit is easily accessible and replenished as needed.
☐ Portable fire extinguishers are easily accessible and serviced as needed.

ERGONOMICS:

☐ The workstation (desk, chair, computer, and other equipment) is arranged to be comfortable without unnecessary strain on the back, arms, neck, etc.

OTHER SAFETY ITEMS:

☐ ___________________________
☐ ___________________________
☐ ___________________________

COMMENTS:

☐ ___________________________
☐ ___________________________
☐ ___________________________

I have reviewed this Alternate Work Location Safety Checklist with my supervisor and have taken steps to ensure safety at my alternate work location. I understand this checklist is not all inclusive, and it is my duty as an employee of The Agriculture Program to create and maintain a safe working environment at my alternate work location. I understand my supervisor/department head/unit head or designee may review my alternate work location with reasonable notice.

Signature of employee: ___________________________ Date: ___________________________

I have reviewed this Alternate Work Location Safety Checklist with the employee referenced above.

Signature of supervisor: ___________________________ Date: ___________________________

(With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.)