

HR023.2 Flexible Work Arrangement (FWA) Agreement Form

PHASE 1

The Kirk Kerkorian School of Medicine at UNLV is only allowing FWA with a maximum of a 2-day flexible work schedule.

Employee Information

Employee Name _____ Employee ID _____
 Department _____ Job Title _____
 Email _____ Phone _____

Classification Academic Faculty Administrative Faculty Classified
 Letter of Appointment Other

FLSA Status Exempt Non-Exempt (Hourly/Eligible for Overtime Pay)

Telecommuting Worksite Address

Begin Date _____ End Date _____
 Address _____
 City _____ Nevada Zip Code _____

I have read the policy Flexible Work Policy, understand it, and agree to its conditions in this Flexible Work Arrangement Agreement Form.

Employee Name (printed)	Employee Signature	Date
Supervisor/Chair Name (printed)	Supervisor Signature	Date

PLEASE FORWARD FORM TO HR FOR FURTHER SIGNATORY PROCESSING:

Supervisor/Chair Name (printed)	Supervisor Signature	Date
Dean Name (printed)	VP/Dean Signature	Date
HR Representative (printed)	HR Representative Signature	Date

Telecommuting

Provide current schedule and proposed work hours agreed to:

Current Schedule

<u>Day of the Week</u>	<u>Start Time</u>	<u>End Time</u>
Monday	to	
Tuesday	to	
Wednesday	to	
Thursday	to	
Friday	to	
Saturday	to	
Sunday	to	

Proposed Schedule

Please check the box under “Day of the Week” for days requesting to work remote.

<u>Day of the Week</u>	<u>Start Time</u>	<u>End Time</u>
<input type="checkbox"/> Monday	to	
<input type="checkbox"/> Tuesday	to	
<input type="checkbox"/> Wednesday	to	
<input type="checkbox"/> Thursday	to	
<input type="checkbox"/> Friday	to	
<input type="checkbox"/> Saturday	to	
<input type="checkbox"/> Sunday	to	

Comments

NOTE: A non-exempt employee’s workday schedule must incorporate a 30-minute, 45-minute, or one-hour bona fide meal period. A non-exempt employee must be completely free from work responsibilities during the meal period. If the employee is non-exempt, please provide the length of the bona fide meal period below. It is expected that exempt employees will follow departmental guidelines regarding meal periods. Non-exempt employees are paid on an hourly basis for all work performed. Any hours worked over forty (40) in a workweek (Sunday 12 a.m. through Saturday 11:59 p.m.) must be authorized in advance by the supervisor and must be paid at 1.5 times the employee’s regular hourly rate. Hours worked must be maintained in accordance with Workday procedures.

Meal period (*Non-exempt employee only*)

- 30-minute
- 45-minute
- One-hour

Equipment Requested

If you do not have a school-issued laptop, please check this box.

Terms of Agreement

- This Agreement will be valid as specified until terminated by the employee or management. This agreement may be rescinded at any time, with a minimum seven calendar day notice period.
- The supervisor may require the employee's physical presence and participation in meetings, training sessions, and/or other work-related activities, at the supervisor's sole discretion. Managers must provide a 24-hour advance notice for such requests. Such request will not be eligible for call-back pay.
- Kirk Kerkorian School of Medicine at UNLV shall not be liable for damages to the employee's personal property resulting from this agreement.
- Requests to work overtime, declare vacation or take other time off from work must be pre-approved in writing or in Workday by the supervisor of the person submitting this agreement.
- Salary and benefits remain unchanged and Workers Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers Compensation law.
- The staff member must report any such work-related injuries to his or her supervisor immediately. The school of medicine is not responsible for injuries or property damage unrelated to such work activities that might occur in the remote work setting.
- Employee is responsible for maintaining the confidentiality and security of any information created or accessed via telecommuting arrangements and for adhering to school of medicine rules, regulations, policies, and procedures regarding security and confidentiality for the computer, its data and information including data such as FERPA, FISMA, HIPAA, PCI, PII, AND PHI, and any other information handled in the course of work. See Office of Information Technology Policies located at <http://oit.unlv.edu/about-oit/policies> for more information.
- Employee shall not maintain hard copies of sensitive data at their Alternate Work Site in filing cabinets or other storage devices, unless they are actively working with that information and have received their manager's written approval. Once the employee completes a task involving sensitive data, that sensitive data must be properly destroyed in accordance with school of medicine policies and procedures.

This agreement is made with the understanding that the flexible work arrangement will not adversely affect the work and services provided by the department or productivity and work quality of the employee. Employee remains obligated to comply with all federal, Nevada state and Kirk Kerkorian School of Medicine at UNLV laws, rules, policies, and procedures. Employee understands and agrees that s/he has no right to continue this flexible work arrangement, and that as set forth above, the school of medicine, at its discretion, may alter or terminate the flexible work arrangement.