

**UNLV Flexible Work Arrangement
Agreement Form**

A. Employee Information

Employee Name _____ Employee ID _____

Department _____ Job Title _____

Email _____ Phone _____

Begin Date _____ End Date _____

Classification: _____ Academic Faculty _____ Administrative Faculty _____ Classified

_____ Letter of Appointment

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

Flexible Work Arrangement Type (check all that apply)

_____ Variable Work Week (Flex Time)

_____ Compressed Workweek

_____ Telecommuting/Remote Work

_____ Temporary Flexibility Schedule

B. Telecommuting Work Site Address (address must include state and zip code):

Flex and Compressed Schedule Only

Provide current schedule and proposed work hours agreed to:

Current Schedule

Proposed Schedule

Monday _____ to _____

Monday _____ to _____

Tuesday _____ to _____

Tuesday _____ to _____

Wednesday _____ to _____

Wednesday _____ to _____

Thursday _____ to _____

Thursday _____ to _____

Friday _____ to _____

Friday _____ to _____

Saturday _____ to _____

Saturday _____ to _____

Sunday _____ to _____

Sunday _____ to _____

Comments: _____

C. Telecommuting

Provide current schedule and proposed remote work schedule.

Current Schedule

Proposed Remote Schedule

Monday	_____ to _____	Monday	_____ to _____
Tuesday	_____ to _____	Tuesday	_____ to _____
Wednesday	_____ to _____	Wednesday	_____ to _____
Thursday	_____ to _____	Thursday	_____ to _____
Friday	_____ to _____	Friday	_____ to _____
Saturday	_____ to _____	Saturday	_____ to _____
Sunday	_____ to _____	Sunday	_____ to _____

NOTE: A non-exempt employee's work day 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 here: _____. 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 12:00 AM through Saturday 11:59 PM) 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.

Comments: _____

D. Equipment

List UNLV property that will be utilized at the telecommuting site: (ex. Laptop, headset, web camera, cell phone, etc.)

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

E. Terms of Agreement

- This Agreement will be valid as specified until terminated by the employee or management. This agreement can be withdrawn or modified by UNLV with a 30 day notice prior notice.
- 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. Supervisor will provide at least 30 days' notice for such requests.
- 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. UNLV 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 University 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 University 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 unit or productivity and work quality of the employee. Employee remains obligated to comply with all federal, Nevada state and UNLV laws, rules, policies, and procedures. Employee understands and agrees that s/he has no right to continue this flexible work arrangement, and that UNLV, at its discretion, may alter or terminate the flexible work arrangement at any time with a 30 day notice period.

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
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_____ Supervisor Name (printed)	_____ Supervisor Signature	_____ Date
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_____ VP/Dean Name (printed)	_____ VP/Dean Signature	_____ Date
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_____ Provost Name (printed, if applicable)	_____ Provost Signature	_____ Date
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_____ HR Representative (printed)	_____ HR Representative Signature	_____ Date
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