

University of Massachusetts Amherst

Flexible Work Arrangement Agreement*

Employee Information

Name: _____ Job Title: _____

Supervisor: _____ Department: _____

Employee ID Number: _____

Union Status: USA PSU Non-Unit

This Flexible Work Arrangement (FWA) will begin and end on the following dates:

Start date: _____ End date (required): _____

Please complete the chart below by documenting the expected regular work location and work schedule for the employee on each workday. (Attach additional sheets, if necessary.)

*This form is for all non-ADA (Americans with Disabilities Act) requests. ADA requests should proceed through the Accessible Workplace Office.

Day	Onsite Start/End Times	Remote Start/End Times	Work Hours
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
<i>If applicable</i>			
Saturday			
Sunday			
Total Weekly Work Hours			
Special notes:			

Primary Location of Remote Work: City: _____ State: _____

Approval for a Flexible Work Arrangement is granted under the following conditions:

- In signing below, the University representatives and employee agree this arrangement meets the current needs of both parties and that the employee has demonstrated that the proposed schedule does not interfere with or detract from the delivery of services provided or the day to day operation of the department. This agreement may be revoked should these provisions no longer be met, subject to fourteen (14) day notice in writing to the employee. The employee will return to working onsite when notified to do so.
- The employee must report on-site when directed to do so by their supervisor to attend in-person meetings, in-person training, or for other reasons that the supervisor determines are required based on the operational needs of the Department.
- This approval is not intended to alter the employee's normal work responsibilities. While working remotely, the employee must continue to comply with all applicable UMass Amherst policies and conduct rules, and is expected to perform normal work responsibilities and duties as would take place under a standard working arrangement.
- The employee is expected to work the regularly scheduled work week and work hours (unless otherwise approved by the employee's supervisor) and to accurately report work hours. Overtime must be pre-approved.
- The employee agrees to be fully available and responsive to constituents, including students, co-workers, and supervisors while working remotely. The employee should be actively attending to work duties and responsibilities and should be reachable by email, web conferencing, or phone during scheduled work hours.
- The employee is responsible for providing the remote work location, as well as appropriate networking and Internet access, and will not be reimbursed by UMass Amherst for these or related expenses. The University will not provide additional equipment, including furniture, computer hardware, phones, etc. for a remote work location.
- In the event that an employee, who is scheduled to work remotely, is unable to do so due to a technical issue (e.g., temporary loss of home Internet access), or the lack of availability of a suitable remote work location, or some other reason that prevents the employee from effectively teleworking on that day, the employee must consult with their supervisor.
- The employee agrees to maintain a safe and secure work environment and to report work-related injuries to the employee's supervisor in accordance with HR requirements.
- The employee agrees to comply with all UMass Amherst required Information Technology security guidelines and protect all University records and data against unauthorized disclosure, access, destruction, etc.
- The employee understands that all equipment, records and materials provided by UMass Amherst shall remain the property of UMass Amherst and will return these items upon request and/or termination of the FWA approval.

The employee understands that living and/or working outside the Commonwealth of Massachusetts under the Flexible Working Arrangement may have tax implications, and that the employee is responsible for appropriately addressing those implications. The employee understands it is not the responsibility of UMass Amherst to provide tax advice. I affirm that I have read and fully understand this Interim Flexible Work Arrangement Agreement, and I will abide by all of the requirements of this Agreement.

EMPLOYEE SIGNATURE

DATE

Based on a review of suitable considerations, we have concluded that the Flexible Work Arrangement is appropriate under the circumstances. The above-named employee is granted approval to participate in accordance with the agreement set forth above (or attached).

SUPERVISOR APPROVAL

DATE

MBU HEAD/DEAN APPROVAL

DATE

VICE CHANCELLOR/PROVOST

DATE

For remote work schedules in excess of 80%:

VICE CHANCELLOR HR

DATE