

**University of Kansas**  
**Alternate Work Location and Equipment Maintenance Agreement**  
*(Return completed form to Human Resource Management & retain departmental copy.)*

***Employee Information***

Name:

Department:

Title:

FLSA status:  exempt (over-time ineligible)  non-exempt (overtime eligible)

***Work Location Information***

Primary Work Location:

Primary Work Phone #:

Alternate Work Location: (Include city/state/country if not Lawrence, KS)

Alternate Work Location Phone #:

Alternate Email Address:

***Alternate Work Location (AWL) Operational Procedures***

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

2. 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?

***Schedule Information (Must be reviewed on no more than an annual basis.)***

Start Date of AWL Schedule:

***Alternate Work Location Schedule: (Describe in hours and days of week.)***

***Additional Unit Requirements (Attachments Allowed):***

***Terms and Conditions of Participating in the Alternate Work Location Agreement***

1. Working at an alternate work location is an option and not a right and is based on the mutual agreement between the University and the employee.
2. Participating in an alternate work location agreement can be terminated at any time, and the employee will be expected to report for work at the primary location within 14 calendar days from the termination date.
3. The supervisor will develop and the employee will follow an effective communication strategy to ensure communication with the supervisor, co-workers and/or customers is clear and consistent.
4. Working at an alternate work location does not affect [conditions of employment](#) with the University of Kansas. Taxation will be based on the location of the alternate work site.
5. The term of this agreement is for one year and may be renewed annually if determined to be mutually beneficial to the University and the employee.
6. The employee will maintain a safe working environment at the alternate work location.
7. The employee will immediately report to the supervisor any job-related accidents that occur at the alternate work location during the agreed upon work hours while performing work-related duties. The State Self Insurance Fund, the University's insurance carrier, will determine the compensability of such claims.
8. 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.
9. 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.) and provide a productive workspace for the employee.
10. Working in an alternate work location is not a permanent substitute for dependent care.

11. Work hours, use of vacation leave, sick leave, and all other types of leave will conform to current statutes and University of Kansas policies and practices. The employee will maintain a defined work schedule and follow University rules and procedures for requesting and reporting sick leave, vacation leave, or other types of leave (when applicable).
12. Business meetings with third parties will be conducted at the primary work location unless otherwise approved by the supervisor.
13. Electronic devices will be accessed, handled, and secured according to University, Information Technology, and departmental policy and the directives of the supervisor. Long distance phone calls and faxes will be handled according to departmental practices and the directives of the supervisor.
14. The employee may be required to report to the primary work location to attend meetings or perform tasks associated with other responsibilities regardless of the alternate work location agreement.
15. University of Kansas equipment to be utilized at the alternate work location will be listed on an Alternate Work Location Inventory form and be signed and dated by the employee and supervisor.
16. The employee will safeguard all work-related records and files from loss or damage. All KU data should be stored on KU servers. All products, documents, reports, and data created at the alternate work location because of work-related activities are the intellectual property of the University of Kansas. The employee will return all work-related property to the department, within five days of a written notice request or at the conclusion of employment. The employee agrees to have the value of the equipment, materials and records set-off from a paycheck if the employee fails to comply with this requirement.
17. An hourly employee must limit actual work hours to the established hours per week, unless prior approval has been obtained from the supervisor. Any hours worked over 40 in the work week will be subject to the University's overtime compensation policy.
18. The employee is expected to follow all professional standards of performance and conduct, State of Kansas statutes and regulations and Board of Regents and University of Kansas policies while at all work locations.
19. In the event the employee moves, the employee is responsible for notifying the supervisor to request a modification to the existing agreement and ensure that all applicable personnel and state tax related forms with the University are completed.
20. The employee must comply with these terms and conditions of this University of Kansas Alternate Work Location and Equipment Maintenance 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.

## Terms and Conditions of University Equipment Maintenance

1. Assigned equipment and produced data will be maintained in a safe, secure, and orderly manner as defined by the department.
2. Specified safety devices (e.g. anti-virus software, etc.) will be used and kept active for University owned equipment. The employee will use a KU email account if provided as part of this agreement to perform work.
3. Equipment will be used in accordance with University of Kansas, Board of Regents and State of Kansas Policies and Regulations.
4. The supervisor/department head/unit head/or designee may visit the alternate work location with reasonable notice to ensure that this equipment and work site are being maintained in a safe, secure, and orderly manner.
5. The employee is responsible for any loss or damage to the assigned University of Kansas equipment, except that which occurs through normal wear and tear.
6. The employee will immediately return all University-owned equipment, supplies, etc. upon the request of the department, upon the termination of employment, or upon expiration of the *Alternate Work Location Agreement*.
7. The workstation will be arranged in compliance with ergonomic standards as provided by Human Resource Management and will be located in a clearly defined workspace.

## Inventory of University Equipment for Alternate Work Location

\_\_\_\_\_  
Type of Equipment

\_\_\_\_\_  
Serial or Bar Code #

### Employee Agreement

I certify the equipment listed in the *Inventory of University Equipment* has been issued to me by the University of Kansas and received in good working condition. I have read, understand, and will comply with all of the terms and conditions of this *Alternate Work Location and Equipment Maintenance Agreement*.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

### Supervisor Approval of Agreement

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

### Department/Unit Head Approval of Agreement

\_\_\_\_\_  
Department/Unit Head

\_\_\_\_\_  
Date

### Human Resource Management Approval of Agreement

\_\_\_\_\_  
HRM Signature

\_\_\_\_\_  
Date