



## WOU Remote Work Agreement

### Remote Work

- Means working on a regular or part-time basis, one or more days each workweek from a location other than their centrally located worksite. Working off site at a location, preferably a home-office, that is part of an established arrangement that allows an employee to work at a work location other than a WOU worksite. Remote work can occur in the Monmouth/Independence area, anywhere in Oregon, or an approved location in the United States. In some situations, remote workers may not have an assigned campus worksite. See the [remote work policy](#) for information and guidelines.

### Employee Information

Employee Name		Employee ID	
		V	
Employee Class	Position Number	Position Title	
Department/Division		Reports to	
Remote Work Location		FT/PT	Exempt/Non-Exempt

### Work Schedule

Effective Date of Remote Work	Remote Work Schedule (Indicate days of week and hours per day)
Will the remote work schedule be the same each week? If no, explain? <input type="checkbox"/> Yes <input type="checkbox"/>	
List duties while working remotely (or attach PD)	

### Equipment/Supplies

List any University equipment, software and or supplies being utilized at remote work location (included WOU Property Number, if applicable)



## Approval Process

Advanced written approval is required for all remote work agreements. This process ensures that potential risks associated with remote work are reviewed by the appropriate offices before approval.

### The approval process includes the following levels:

- Level 1: Supervisor or Time Approver
- Level 2: Dean, Vice President, or Executive Director (if applicable; otherwise, proceed to Level 3)
- Level 3: Human Resources Director (If remote work is outside the State of Oregon, the University President's approval is required.)

### Senior Leadership Includes:

- Provost
- Vice President for Finance and Administration
- Vice President for Student Affairs
- Vice President for Advancement
- Executive Director, Athletics
- Chief Human Resources Officer
- Executive Director, Diversity, Equity, and Inclusion
- Executive Director, Marketing & Communications
- Board of Trustees Secretary and Interim Executive Director, Government Relations
- Legal Counsel

## Acknowledgement and Approvals

By signing below, I attest that I have read and understand the WOU [Remote Work Policy](#) and Guidelines. **All required signatures must be obtained before submitting the form to HR.**

Employee Printed Name	Employee Signature/Date
Supervisor Printed Name	Supervisor Signature/Date
Senior Leadership Officer Printed Name	Senior Leadership Officer Signature/Date
HR Printed Name	HR Signature/Date
President Printed Name (If applicable)	President Signature/Date (If applicable)

## HR USE ONLY

Received by	Date
Actions Taken	
<input type="checkbox"/> NBAJOBS <input type="checkbox"/> Electronically Filed	
<input type="checkbox"/> Other:	