



# NORTH DAKOTA STATE UNIVERSITY

## TELECOMMUTING/OFFSITE AGREEMENT

The purpose of this agreement is to outline NDSU's requirements regarding telecommuting and alternative/off-site work locations according to Section 144.1: Temporary Change of Work Location in the NDSU Policy Manual.

**“Temporary/Alternative/Off-site Work Location”** refers to working at home or another non-traditional off-site office setting instead of physically traveling to a central workplace. Alternative work locations may include telecommuting.

**“Telecommuting”** referred to as traveling to work electronically using a variety of technological devices, including, but not limited to, telephones, computers, fax machines, cellular phones, pagers, voice mail, e-mail and Internet. Telecommuting does not include situations where offices are relocated to out-stationed sites designated by the Department.

I agree with the duties, obligations, responsibilities and conditions as described below:

- Equipment provided by the Department is to be used for business purposes only, and is to be used solely by the employee listed in this agreement. Use by family members or others is prohibited.
- Department guidelines regarding confidentiality must be maintained (including but not limited to disposal of documents, employing appropriate security measures and protecting NDSU's assets, information and systems).
- Assistance with job-related duties may not be provided by anyone other than the employee listed in this agreement.
- The employee listed in this agreement must maintain safe conditions in the at-home workspace, and practice the same work safety habits in the designated workplace as they would in the employee's office on the Department's premises. This may include a separate room in the house equipped with a lock.
- The employee listed in this agreement must have adequate homeowners insurance, as required by State Risk Management guidelines.
- I am responsible for establishing and following specific telecommuting or offsite work hours.
- The workspace listed in this agreement is considered an extension of the Department's workspace. Therefore, the Department assumes similar liability as at the workplace during the employee's designated work hours. Conversely, the Department assumes no liability for injuries occurring in the employee's at-home/alternate workspace outside of the agreed-upon work hours and workspace.

I understand that North Dakota State University may at any time change any or all of the conditions under which I am permitted to work or may withdraw permission to telecommute or work offsite. This position arrangement will be reevaluated on a regular basis and may be discontinued, at will, at any time at the request of either myself or North Dakota State University. I also understand that all employee benefits remain as per the status of the position and that I am required to follow all reporting procedures.

**NDSU Telecommuting/Off-site Agreement**

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**Employee Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Supervisor E-Mail:** \_\_\_\_\_ **Supervisor Telephone:** (    ) \_\_\_\_\_

**1. Remote work location: Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Country:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Home Phone** (    ) \_\_\_\_\_ **Work Phone:** (    ) \_\_\_\_\_

**Work space description:** (include picture/be specific)

**2. Regular weekly work schedule will be:** (days/hours/locations):

**3. Responsibilities/Duties that will be performed off-site:**

**4. Contact to Supervisor will be** (daily/weekly by phone/e-mail):

**5. Equipment/supplies provided by NDSU at remote work location:** (Policy #700.2 – Taking Equipment Home and required form attached)

**6. NDSU information systems to be accessed from remote work location** (Policy 710: Computer Facilities attached):

**7. Non-NDSU equipment, software and data to be used at remote work location, at expense of NDSU:**

\_\_\_\_\_  
**Employee Signature/date**

\_\_\_\_\_  
**Supervisor Signature/date**

*Original to: Employee personnel file*  
*Copies to: Office of Safety and Environmental Health*  
*Supervisor*  
*Employee*

# Employee Telecommuting Workspace Checklist

1. As a telecommuting employee of North Dakota State University, you will be responsible to ensure that the workspace you have selected complies with certain NDSU safety rules and guidelines. Please check all that meet NDSU's compliance guidelines :

## Workspace Location:

- Workspace is away from noise, distractions, and is devoted to work needs.
- Workspace area accommodates all workstation, equipment, and related materials.
- The telecommuting workspace you selected must be capable of safely supporting and accommodating your electronic office and supporting equipment needs.
- Natural or mechanical ventilation, temperature control, lighting, and properly selected workspace ergonomic parameters are necessary to maintain a comfortable working environment.
- The workspace should be maintained free from hazards and in safe conditions at all times.

## Electrical:

- Sufficient electrical outlets are accessible.
  - All outlets are covered and in working order
  - Equipment is fitted with grounding adapters and surge protectors.
  - All grounding adapters and power strips/surge protectors that are being used are Underwriter Laboratory (UL) approved.
  - Equipment is placed close to electrical outlets.
  - Electrical cords/wires are placed so that there are no tripping hazards.
- Caution:** Do not overload outlets; make sure they can handle the load. If necessary, call your electrician to verify outlet electrical capacity.

## Fire Safety:

- A working smoke detector in the workspace.
- A home multipurpose fire extinguisher, which you should know how to use, is readily available.
- You have an evacuation plan so you know what to do in the event of a fire.

2. Workspace Checklist:

## Standard Computer Desk& Keyboard:

- Computer desk height is approximately 26 to 29 inches from the floor.
- Chair is adjusted during use to ensure that your arms are at 90-degree angle to the keyboard.
- Desk has an adjustable keyboard support tray.
- Wrists can be maintained in the neutral position when keying and mousing.
- Space under the desk is sufficient for lateral movement.

## Chair:

- Chair is full adjustable, allowing change in height and angle of backrest to provide support to the inward curve of the operator's back and waist.
- Chair is adjustable so that your knees are at a 90-degree angle, feet are flat on the floor or footrest, and elbows are at same height as the keyboard.

Computer Screen:

- Screen is about an arm's length from the eyes and tilted back approximately 10 to 20-degrees from the user's eyes.
- Top of the viewing screen is at or below the user's eye level.
- Images on the screen are sharp, easy to read, and there is no glare on the screen face.
- Screen contrast and brightness are adjusted for best reading of typed characters on the screen.

Workspace Illumination:

- Lighting is not so bright that it causes glare on the screen.
- Lighting is not so dim that it causes the user to strain when reading the screen or documents in use.
- The screen is located away from the window and/or is perpendicular to window and its plane.
- There is no light shining directly into the user's eyes.
- Task lights are used for source documents and positioned to avoid glare on screen.

Trip and Fall Hazards:

- Workspace is free and clear of all slip, trip and fall hazards.

Work Habits:

- Take frequent breaks and rest your eyes. Remember the 20-20-20 Rule. Every 20 minutes, take a 20 second break and look 20 feet away.
- Use good body posture and mechanics.
- Do not cradle the phone in your neck while trying to work on your computer.
- Rest and eat healthy.
- Exercise and drink plenty of water for good joint function.

Training:

- You understand that as a telecommuter, you are required to attend the annual required institutional and department specific training as it is scheduled at and by your employing unit.

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Employee Print Name

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Employee Signature/date

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Supervisor Signature/date

**Original to:** *Employee File*  
**Copy to:** *University Police and Safety Office*  
*1801 15<sup>th</sup> Ave, N.*  
*Fargo, ND 58105*