

College of Engineering

ALTERNATIVE WORKSITE AGREEMENT

This Alternative Worksite Agreement (hereinafter referred to as AWS is made by and between the employee: _____ and the supervisor/manager: _____ in the College of Engineering at the University of Nebraska-Lincoln. The agreement is a regular and re-occurring (not occasional) work arrangement in which the employee is allowed to use telecommunications technology to work in a place other than in their on-campus office space. All agreements will be reviewed on a semester by semester basis.

AWS Agreement Period: Fall Semester 20 Spring Semester 20 Summer 20

JUSTIFICATION

ARRANGEMENT SPECIFICS

Please include the address of the Remote Worksite and a description of how the work station/work activity will remain free of distractions.

JOB DUTIES

Describe your required Job Description Duties, the location in which you propose to complete them, how you will complete these duties and how you plan to communicate with others when remote:

SCHEDULE

Describe your current schedule and your proposed schedule:

Days/Hours	Current Schedule		Proposed Schedule	
	On-Site	Other Location	On-Site	Other Location
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Total Hours				

EMPLOYEE EXPECTATIONS

	Yes
1. Have you read COE's AWS Requirements Agreement?	
3. Do you have a plan to address meetings with coworkers or students/faculty while you are working at a remote location?	
4. If you have been issued University equipment, have you provided an inventory for Objects on Loan?	
5. Have you discussed your performance expectations with your supervisor?	

TECHNICAL REQUIREMENTS

	Yes
1. Due to data security requirements, will you only be utilizing your UNL provided computer?	
2. Do you have a reliable, consistent high-speed internet connection?	
3. Do you have Cisco AnyConnect VPN and DUO 2 factor authentication installed and updated?	
4. Do you have Remote Desktop Connection installed and updated? (if needed)	
5. Do you have Microsoft Teams and Zoom installed and updated?	
6. Do you have the ability to monitor, forward, and respond to phone calls?	

I hereby certify that all information contained in this agreement and the checklists, where applicable, is true and complete to the best of my knowledge. I authorize COE or a University authorized designee to inspect the remote work location, provided I am given 24 hours advance notice of the inspection. I understand that any erroneous, misleading, or fraudulent information is sufficient grounds for revocation or preclusion of the current or any future AWS agreements and/or disciplinary action.

SIGNATURES

I hereby certify that all information contained in this request and the checklists, where applicable, are true and complete to the best of my knowledge.

Employee _____ Date _____

As Supervisor of this Employee, I have verified the information in this request and endorse this request. I understand I am responsible for monitoring my employee's performance/autonomy, in-person requirements, impact on other staff in unit, overall coverage plan for unit, equitable treatment across staff in unit, and impact on space and technology in unit.

Supervisor _____ Date _____

Request approved:

Chair or Director _____ Date _____

Request approved:

Dean _____ Date _____