

Pace University Remote/Hybrid Work Agreement

IMPORTANT:

A Remote/Hybrid Work Agreement is required to document a work arrangement in which an employee has been designated to work remotely on a scheduled basis, either full-time or for part (often referred to as “hybrid”) of their assigned hours. Remote/Hybrid Work Agreements are intended for situations in which an employee is performing assigned duties that would normally be carried out on-campus or at a university-operated worksite.

Employee Name (please print):

University ID:

Position Title:

Department/Unit:

Supervisor Name (please print):

Agreement Type: REMOTE/HYBRID (circle one)

Begin Date:

Review Date (Within ninety (90) days from the agreement start date):

Agreement Terms:

1. The employee will work at the following address:

2. The employee's remote/hybrid work schedule will be as follows (e.g., two (2) days working in the office and three (3) days working at a remote work location, fully remote):

3. The employee agrees that their remote location is free of distractions, conducive to professional and confidential work. **YES/NO** (circle one)

4. The employee understands and agrees to attend meetings and complete required work-related tasks on any campus location as deemed necessary by their supervisor. **YES/NO** (circle one)

5. The position description is current and reflects the job duties that the employee will perform while working a fully remote or hybrid schedule. **YES/NO** (circle one)

6. The employee agrees to have all the necessary equipment, required to perform their work duties, at their approved work location. **YES/NO** (circle one)
7. University equipment will be issued to the employee for use at their approved work location. **YES/NO** (circle one)
8. Additional conditions agreed to by the employee and their supervisor are as follows:

The employee will have personal responsibility for equipment not on loan from the University for the remote work agreement:

- Maintenance costs
- Replacement costs in case of loss or theft
- Insurance deductible costs in case of loss or theft

This remote/hybrid work agreement will have no effect on the employee's salary or job responsibilities. It is expected that this work agreement will not reduce the employee's productivity.

As outlined in this agreement, it may be necessary for the employee to adjust their approved remote/hybrid work schedule to support the business needs of the department. If this occurs, the employee is expected to make every effort to adjust their schedule accordingly. Similarly, the supervisor will take into consideration the employee's approved work arrangement when distributing work and scheduling meetings or events that requires their presence at a university owned or operated location.

The agreed upon arrangement for newly remote or hybrid employees will be piloted for ninety (90) days. At this point, it will be reviewed, and a determination on whether it will continue shall be made. If at any time this agreement no longer serves the business needs of the organization, the agreement may be discontinued.

If for any reason the agreement is terminated and the employee cannot return to the traditional in-person work schedule/agreement, the University will consider this to be a voluntary separation from employment.

This agreement is subject to the terms and conditions stated in the Pace University **Remote and Hybrid Work Policy (hyperlinked)**, a copy of which is attached.

By signing below, all parties confirm:

- They have read and understand the University's Remote and Hybrid Work Policy and the terms outlined in this agreement.
- Agree to abide by and operate in accordance with the terms and conditions outlined in both documents.

- Agree that the sole purpose of this agreement is to regulate the employee's work schedule and it constitutes neither an employment contract nor an amendment to any existing contract.
- Understand that this agreement may be terminated at any time by either the employee or the University.

Employee Signature:

Date:

Supervisor Signature:

Date:

Dean/VP or Designee Signature:

Date: