

Alternative Work Arrangement Agreement Form



General guidelines for Alternative Work Arrangements are found in Vanderbilt University Human Resources Policies and Procedures: [ALTERNATIVE WORK ARRANGEMENTS POLICY](#)

Agreement Date:			
Effective Start Date:		Effective End Date:	
<i>Reassessed every 6 to 12 months including option to discontinue this arrangement with at least 60 days' notice.</i>			

Employee Name:		Job Title:	
Department:		Supervisor:	

Out of State Status	
Is this agreement for work to be performed primarily outside of the state of TN?	
If yes, indicate the state in which the work will be performed	

Additional guidelines the Department and the Employee agree upon are as follows:	
Job Title	
Job Duties	
Production Measures <i>(Detail task list and expected performance levels with guidelines for measuring performance)</i>	

Reports To <i>(Define reporting relationship for work assignments, performance review, time reporting, leave time request, etc.)</i>			
Immediate Supervisor:		Administrative Leader:	
Schedule / Status <i>(Specify schedule work-week including time at remote location)</i>			
Employee hours per week will work:		Expected time at Vanderbilt worksite:	

	Hours	Work Remotely	On-site
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

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Employee Contact Information			
Home Office Address:			
Telephone:			
Emergency Contact			
Name:		Telephone:	
Address:			

Remote Office Arrangements

Employees that are at a work station other than a Vanderbilt University facility are responsible for having a designated work area. Such employees that require work home adjustments are responsible for any costs related to remodeling and the initial setup of designated workspace. Tax implications related to the off-site work area are the responsibility of the employee, and is advised to consult a tax professional. Reference should be made to the Guidelines at, [Alternate Work Arrangement policy](#).

Employees working remotely that are relocating to a state for which this arrangement does not apply are required to seek approval for a new arrangement in advance of relocation. There are no guarantees a new arrangement will be approved in cases of relocation.

Safety

Any work-related accident, injury, or illness which occurs while working from a remote location should be reported immediately to the employee's supervisor so that a first report of injury can be completed. Reference should be made to the guidelines at the following link: [Work Related Accident and Return to Work](#).

Equipment, Computer Access/Security and Technical Support

- Employees using their personal equipment are responsible for any loss, damage or wear to the personal equipment. Employees are also responsible for taking precautions so that only authorized individuals can gain access to any confidential or restricted VU information that is stored or accessed from their computer.
- If the equipment is provided by Vanderbilt, the employee agrees that the use of the equipment, software, data and supplies provided by the department is limited to authorized persons and for Vanderbilt business related purposes only, in accordance with the "Alternative Work Arrangement Policy".
- Employees must take the necessary precautions so that unauthorized individuals (i.e. spouse, children, friends, colleagues, and others) cannot view confidential information that appears on the screen when using the system.
- Employees must not share their passwords or SecurID token (if they have one) with anyone else. Lost or stolen tokens should be immediately reported to the Systems Access and Maintenance Team at 322-5630.
- Employees are responsible for the proper disposal of confidential information. Any printed documents containing confidential information must be returned to Vanderbilt for proper disposal in a shredder bin or shredded by the employee using his or her own shredder. Documents that are to be returned to Vanderbilt for shredding must be stored in a locked drawer until they are transported and must be secured during transportation.
- The employee agrees to abide by software licensing and security agreements.
- The following security measures must be installed on the employee's computer:
 1. The current version of the VU approved anti-virus software. For more information on how to download this free software, go to: <http://www.vanderbilt.edu/its/antivirus>
 2. A host-based firewall included on the recommended list maintained by the Network Security Team. A list of the recommended firewalls can be found at: http://www.vanderbilt.edu/its/security/safe_tools.php
- Employees are responsible for making sure the antivirus software and signature files are kept up-to-date on the computer that they are using. For more information see: www.vanderbilt.edu/its/antivirus
- **Employee will use Vanderbilt Approved VPN, secure remote access which has been approved by Vanderbilt IT.**
- **Employee will continue to store all files on Vanderbilt server and not on the desktop and will use the appropriate VU VPN client for connections.**
- Employees do not have any rights or ownership interests in any confidential or restricted information belonging to VU and must appropriately dispose of any information of this type that may be stored on their personal computer once they are no longer employed by or associated with VU. If you have any questions concerning whether information on your computer is confidential or restricted, please contact the Privacy Office at 936-3594.

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Costs and Expenses

Employee to Provide:

Dept to Provide:

Additional Conditions (Ex: travel, production reports, etc.)

Benefits

All standard Vanderbilt University employee benefits are provided to this position in accordance with Vanderbilt policies and based on hours worked, accrual earnings, etc.

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Employee Acknowledgement

I have read and understand the Alternative work Arrangement, and agree to abide by the terms listed herein. I also understand that the terms and conditions of employment that apply at Vanderbilt University also apply in this arrangement. Thus, I agree that, among other things, I am responsible for establishing specific work hours, having a designated work area, using appropriate safety and security measure and protecting Vanderbilt's assets, information and systems. This work arrangement is also subject to the terms of Vanderbilt University's Conflict of Interest Agreement and Confidentiality Agreement.

I also understand that Vanderbilt has the right and may, at any time, change any or all of the conditions of this arrangement.

Employee Signature

Date

Employer Acknowledgement

I, the current (or prospective) supervisor of the individual who is the subject of this request, hereby certify the following:

- The department and employee will comply with all relevant policies such as safety and data protection.
- The employee and department understands this arrangement may be terminated or modified as business needs dictate.
- For an out of state arrangement, I certify:
 - o The employee's job duties do not require a regular in-person/on-campus presence and the duties of this position can be performed effectively outside of Tennessee.
 - o Employing this individual outside the state of Tennessee satisfies an institutional business need.
 - o I understand employing someone in a state other than Tennessee increases risk to the institution and can result increased vulnerabilities related to claims, charges or litigation. I also understand my department will be responsible for all costs (i.e., additional benefits, wages, tax penalties, legal expenses, etc.) required to comply with employment laws in the state in which the employee will reside. I understand the University may not be aware of all such costs at this time.

Supervisor's Signature, Date

Administrative Officer, Date

Chief Business Officer, Date