

The employee will work remotely from home and is expected to be available via phone or email during regularly scheduled work hours. The employee is expected to provide the supervisor with an up-to-date phone number.

The employee is expected to give full attention to their work during working hours in accordance with the work schedule agreed upon with their supervisor.

Foreseeable absences should be reported t

All equipment should be used only for SMU work-related purposes and utilized only in a dedicated secure location, ensuring privacy and security, including password protection.

All SMU policies regarding the use of electronic communication and use of systems apply to the employee when working remotely.

The employee will provide a secure work environment so that SMU equipment in the home is not accessible to non-SMU employees and is secure when not in use.

The employee will provide and maintain phone services and internet service in order to work remotely. Phone connectivity either through residential land line or cellular is paid for by the employee and shall not be reimbursed by SMU.

If residential internet connectivity issues arise, the employee must have a contingency plan for connecting to the central office. The employee is required to inform the supervisor when connectivity issues arise and communicate the plan of action.

Employee agrees to set up and maintain a dedicated area in the home in which remote telecommuting work will be performed. Work should be performed in a safe place and manner, free from hazards

which could result in injury or illness. (7) (f) 2 la 5 (n) 2-0.8.) 9 4003 Twe 2.3 9dnea 1 (un-5 (e.s) (w)-id(6)x2.3 7)m-1.217-1.26s05 f-2(7.

Terms and Conditions of Telecommuting Arrangement (the "Terms and Conditions"), or due to a change in SMU or the division/school or department's business needs/requirements. Nothing herein shall alter the employee's at-will status with the University.

By signing below, the employee acknowledges that he or she has received a copy of the Terms and Conditions, has read the Terms and Conditions, and agrees to comply with the Terms and Conditions. By signing below, the employee further agrees and acknowledges that the Terms and Conditions shall apply to employee's telecommuting arrangement.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Upon completion, please return to: [rsampson@smu.edu](mailto:rsampson@smu.edu)

Last updated: 03/29/2022