



Appendix A. – Telecommuting Agreement & Technology Checklist

This agreement must be completed for any staff member that has been approved for telecommuting BEFORE the arrangement may begin. Order of completion should be:

1. If and after approval is obtained by your department, complete the Telecommuting Request Form electronically via DocuSign
2. Supervisor & Employee complete Appendix A - Telecommuting Agreement and Technology Checklist
3. Begin telecommuting as stated in your agreement

It is important that unit leaders ensure appropriate on-campus coverage, such that the total amount of telecommuting hours does not adversely impact service levels. Also, note that the degree of telecommuting may affect the continuing availability of existing office space or parking.

Terms of Agreement:

The duties, responsibilities, and conditions of employment remain unchanged. The staff member must comply with all university policies and procedures while working off-site. Salary and benefits remain unchanged and Workers Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers Compensation law. The staff member must report any such work-related injuries to his or her supervisor immediately. Kent State University is not responsible for injuries or property damage unrelated to such work activities that might occur in the telecommuting work setting.

Overtime compensation (for non-exempt/hourly staff) and vacation, sick and personal leave will continue to be based on hours paid during the telecommuting work arrangement as per existing policy language. Requests to work overtime, declare vacation or take other time off from work must be pre-approved in writing by the staff's supervisor. According to the terms of this agreement, the off-site work schedule is detailed in this agreement. For hourly-paid staff, this specification must be in accordance with FLSA guidelines and should include meal breaks. If the staff member needs to change his or her schedule, he or she agrees to obtain advance written approval from the supervisor.

The staff member's use of university equipment, software, and other resources that may have been provided by Kent State is limited to the purposes of telecommuting work and is not intended for the staff's personal use. In accordance with University Policy 3342-6-01.3, Administrative policy regarding telecommuting, the university does not provide home internet service or phone service (unless approval from the Division's Appointing Authority has approved for cell phones). The decision to remove or discontinue use of the resources listed in this agreement shall rest entirely with Kent State. If the staff member ceases employment with Kent State, or the telecommuting work arrangement is discontinued for any reason, the staff member must agree to return all Kent State property within 48 hours.

Kent State will not reimburse the staff member for the cost of off-site related expenses such as heat, water, electricity, and any insurance coverage not provided by the university. The university will not provide tax guidance nor assume any additional tax liability associated with maintaining a home office or telecommuting arrangement.

The staff member has responsibility for maintaining the security and confidentiality of university files, data and other information that are in the off-site work place in accordance with Chapter 9 of the Policy Register – [Information Technology and Security](#).

Telecommuting work is not to be regarded as a substitute for ongoing childcare or adult care. It is also not intended to be used as an alternative to, or in conjunction with, leave as provided for in Chapter 6 of Section 3342 of the Administrative Code, which includes sick and FMLA leave. If the staff member needs to modify these arrangements, they will inform the supervisor and obtain the necessary approvals to continue the telecommuting work arrangement.

Off campus address where telecommuting arrangement will take place (e.g. employee residence address): _____

Please record Kent State devices that will be used for telecommuting below:

- a. Device _____ Serial Number _____
- b. Device _____ Serial Number _____
- c. Device _____ Serial Number _____
- d. Device _____ Serial Number _____

Other (note other university property)

Additional comments/notes/expectations:

The staff member is expected to attend in-person meetings and activities as requested and on the following basis at their own commuting expense:

I have read and understand the above expectations relating to the telecommuting work arrangement. I understand that my failure to adhere to the expectations may have an adverse effect on my employment and may result in disciplinary action, including, but not limited to the immediate withdrawal of the opportunity to benefit from a telecommuting work arrangement.

Employee Name (printed)

Supervisor Name (printed)

Employee Signature

Supervisor Signature

Employee KSU ID#

Date

Date

Begin Date: _____

*End Date: _____

*If terminating arrangement, please complete the Telecommuting Termination Form.

A copy of this Appendix A. Agreement should be completed and retained by the supervisor and employee for the duration of the telecommuting work arrangement.

Technology Checklist for Kent State Telecommuting

This checklist is an aid for the supervisor/approver and the employee engaging in the telecommuting work arrangement. **If you require assistance in completing this form, please contact your local I.T. support.**

Category	Description	Date Verified
Home ISP speed	Broadband connection adequate to your job functions	
Home router security	Wireless networks must be password protected	
VPN	Must start the GlobalProtect KSU VPN after you login to the laptop. GlobalProtect can be downloaded from Software Center (PC) Self Service (Mac) or see Local Support if you need assistance	
KSU assigned laptop	Employee has a University-owned laptop assigned to them that is suitable for telecommuting	
Communication Platform	Employees should log into a university supported communication platform such as Microsoft Teams during work schedule to be available to communicate with co-workers	
Personal computer	Employees should not use personally owned computers to run applications that are critical to the university or access personal identifiable information, such as Banner data	
Applications	Consult with local support to make sure all applications needed are installed and properly licensed	
Shared Drive	Remote work should not depend exclusively on the use of department shared drives - performance and connectivity is not always reliable for large workloads	
Data	Data should not be stored into or retrieved from an external media such as USB Drive	
Printing	Personally owned and home printers must not be used to print university data. Your own home printer cannot be supported by Kent State University. If necessary, print remotely back to campus using secure print settings to ensure data security	
Jabber for calls	Cisco Jabber can be utilized as a softphone. Please verify with your supervisor if you can use Jabber to receive and make calls (performance pending on home ISP network). Please consult with local support to ensure Jabber is properly configured	
Support	Home networking issue, please contact your Internet Service Provider For your laptop support contact your local support person (In the event your local support is unavailable the Helpdesk may be able to assist) at Support.kent.edu or call 330-672-Help	
Contingency Planning	Supervisor and employee should discuss and document a contingency plan should technology issues arise which limit the ability to work from home. Examples include: your home network is down or your assigned laptop stops functioning	