



*Office of Human Resources,
Employee Diversity, and Wellness*

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TEMPORARY or EMERGENCY Telecommuting/Remote Work Plan Associated with the COVID-19 Event

This is a remote employment work plan assigned to the employee identified below and shall be in effect until such time that Winthrop University notifies the employee that the remote work assignment ends or the employee's employment with Winthrop University ends, whichever occurs first. The employee agrees to work remotely, complete the following tasks, and to follow the applicable [telecommuting and remote employment guidelines](#).

Employee's Name	Employee's Cell Phone
Employee is approved to work up to _____ hours per week, but not exceeding the existing maximum of 20 hours per week while academic year classes are in session and 40 hours for all other times.	
Supervisor's Name	
Work Tasks Assigned to Employee	
Task #1	
Task #2	
Task #3	
Task #4	
Task #5	
Supervisors must maintain email acknowledgement from the employee of the agreed upon work plan. Supervisors must maintain email approval from the divisional vice president to offer remote work to student employees.	