

REMOTE WORK FORM

SECTION 1 EMPLOYEE INFORMATION

Employee Name:		10-Digit University ID:	
Email:		Phone:	
Job Title:		Department:	
Campus:	Supervisor Name:		
Supervisor Phone:	Supervisor Email:		

SECTION 2 REMOTE WORK DETAILS

Remote Work Start Date:			
Remote Work Address (if outside Indiana, contact IU Human Resources at hremprel@iu.edu):			
(Street)	(City)	(State)	(Zip)
Employee's work schedule for the duration of arrangement (<i>changes to schedule must be reported to the supervisor immediately</i>):			
DAY OF WEEK	START TIME (indicate AM/PM)	END TIME (indicate AM/PM)	LOCATION (select one)
SUNDAY			<input type="checkbox"/> Remote work <input type="checkbox"/> On campus
MONDAY			<input type="checkbox"/> Remote work <input type="checkbox"/> On campus
TUESDAY			<input type="checkbox"/> Remote work <input type="checkbox"/> On campus
WEDNESDAY			<input type="checkbox"/> Remote work <input type="checkbox"/> On campus
THURSDAY			<input type="checkbox"/> Remote work <input type="checkbox"/> On campus
FRIDAY			<input type="checkbox"/> Remote work <input type="checkbox"/> On campus
SATURDAY			<input type="checkbox"/> Remote work <input type="checkbox"/> On campus
Description of work duties to be performed from remote work location:			
NON-EXEMPT EMPLOYEES ONLY—Hours worked will be recorded: <input type="checkbox"/> Asynchronous (manual entry) <input type="checkbox"/> Synchronous (clock in and out)			

SECTION 3 COMMUNICATION

Communication between remote worker/supervisor regarding remote work functions will occur:	
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Biweekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other: _____	
Select the designated contact method(s) used during remote work (select all that apply):	
<input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> Video <input type="checkbox"/> Other: _____	

SECTION 4 TECHNOLOGY

<i>IU equipment is for university-related projects only. The employee may not use university equipment for unlawful purposes, for work for other employers, or allow others to use it. Failure to comply with the university's IT policies may result in sanctions relating to the individual's use of IT resources; the individual's employment; civil or criminal liability, or any combination of these.</i>		
List all university property & data access that will be utilized by the employee at the remote work location (e.g. laptop, IUIE, SIS, etc.):		
TYPE	DATE ISSUED	DESCRIPTION/MODEL/SERIAL NUMBER
Breaches of information, security, or systems while working remotely must be reported <u>immediately</u> to:		
(Name/Department)		
(Email)	(Phone)	

COPY DISTRIBUTION: (1) Original to remain with department; (2) Copy to employee; (3) Copy to IU Human Resources at hremprel@iu.edu.