

UNIVERSITY OF ROCHESTER

COVID-19 Remote Access User's Agreement

I have read, understand and agree to the following:

1. I understand this remote working arrangement is temporary and directly related to the University's effort to practice social distancing as a direct result of the current Covid-19 Pandemic.
2. I recognize and acknowledge that this remote working arrangement can be reassessed and/or revised at any time at the discretion of the University. This may include recall and reassignment to essential functions.
3. I am responsible for establishing and maintaining my appropriate professional remote work space, which will be located in my home at: _____ . My remote work space will have a dedicated work surface in a specific area in my home, with adequate lighting, and The University will not be responsible for the costs associated with initial setup of my home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home work space. In addition, I agree that my remote work space will be free from personal distractions to the degree possible (including but not limited to personal phones, TV, children, elders, etc.). The information displayed or accessed on my remote workstation will be viewable and accessible solely by me. The computer that I use in my remote work environment will be used and/or accessed for University/URMC related business by me during my working hours.
4. My remote work environment must employ appropriate privacy and security measures to protect all University/URMC confidential and propriety information and data, transmission and maintenance of FERPA records, HIPAA records, Protected Health Information (PHI) and Personal Identifiable Information (PII), if applicable (which must either be encrypted or otherwise adequately protected), and of University supplied software, and agree that I will follow and adhere to the security, privacy and confidentiality obligations and policies as an employee of the University. I also hereby acknowledge that I have reviewed and read and agree to adhere to the following applicable policies: the Information Technology Policy (<http://tech.rochester.edu/policy/>), HIPAA Policy 0S8 Use of Systems and Media Containing ePHI (<https://tech.rochester.edu/information-security-policies-procedures-old/full-information-security-policies-procedures/>), and the University's Policy on Confidentiality (<http://www.rochester.edu/working/hr/policies/pdfpolicies/108.pdf>) and any policies adopted subsequent to the signing of this agreement.
5. Work meetings will not be conducted in my home for reasons of liability.
6. I must maintain departmental standards for productivity, quality and accuracy on a weekly basis or may face corrective action per University's performance management procedures, which may include returning to work on University premises, if requested.
7. If there are hardware or connectivity issues at my remote work space, I either must physically report to my University department location designated by my manager or to an appropriate shared workspace (also referred to "hoteling" space) within one hour or follow the departmental standard for missed work time.
8. I have the equipment I need to work remotely, such as a computer or laptop, PC screens/monitors, keyboard, mouse, phone, and software for purposes of performing University work at my home work

station. If there is any equipment I do not already have, I will inquire with my manager to attempt to obtain the equipment. I recognize that requests for equipment and support will be prioritized based on the University's need to prepare for and respond to the COVID-19 pandemic, and that I may not receive the equipment or support I request. This may impact my ability to work from home.

9. I will support the cost of Internet access from home during the time that this agreement is in place and will make sure that the service level is appropriate for the type of work being performed as well as to support the video conferencing service used by the University. In addition, I understand I am responsible for the cost of all other utilities associated with my remote work space.
10. I may be provided reasonable office supplies, as needed, in order to perform my University work.
11. When I am working remotely, I will follow my weekly schedule and I will not change my work schedule without prior approval from my Manager. I will submit requests for vacation and notify my Manager / Director regarding other out-of-office time in accordance with University Policy 345 and departmental procedures (see <https://www.rochester.edu/working/hr/policies/pdfpolicies/345.pdf> and <https://www.rochester.edu/working/hr/policies/pdfpolicies/152.pdf>).
12. My remote place of work must be in the United States. If my remote place of work is outside of New York State, I will work with my manager and [HR Business Partner](#) to ensure the appropriate processes are being followed.
13. I agree to follow and have read and reviewed the University's Policy 172 (see <http://www.rochester.edu/working/hr/policies/pdfpolicies/172.pdf>) concerning work schedules, time keeping and meal periods. If I am hourly paid, I will continue to record all time worked following my department's protocol to ensure correct payroll processing. I will follow all University procedures and policies and any additional departmental procedures required by my Manager/Director for proper recording of all time worked.
14. I will follow all the University's policies and procedures.
15. I will secure any printed information that contains Legally Restricted or Confidential data in a locked location in my home remote work space.
16. All of my remote working access and this agreement will end at the same time as termination of my employment with the University or should I transfer or be promoted to another position within the University. If my new job within the University allows a telecommuting arrangement, I understand that a new remote working agreement will need to be executed for that new/different position.
17. I will be available at all times during business hours and/or while performing work for the University for work-related telephone calls and will respond to email promptly using only my University email account for work-related communications.
18. There may be required, mandatory meetings, training, reviews, etc. which require me to report to the department for work, as scheduled.
19. I am responsible for complying with University parking policies when I am on campus.
20. To the extent that I incur an injury while working in my home work station and performing duties in the course and scope of my employment for the University, the injury will be covered by Workers'

Compensation. In the event that I experience an accident or are injured while performing University work at home, it is University policy that the accident/injury be reported to my supervisor immediately. See Policy 271 (<http://www.rochester.edu/working/hr/policies/pdfpolicies/271.pdf>). In the event of a reported accident or injury, I will allow the University immediate access to my home for purposes of inspecting the worksite.

21. I understand that nothing about this agreement changes the status of my employment, which is employment-at-will.
22. I understand that the ability to work remotely/telecommute is a work alternative that my department has agreed may be appropriate for some employees for whom the essential functions of their jobs can be performed at home and where such an arrangement is not an undue hardship. I understand that my position has been identified as a job that is appropriate for remote work. I understand that the ability to work remotely/telecommute is not an entitlement or a company-wide benefit and it in no way otherwise changes the terms and conditions of my at-will.

I agree to all the above and my signature below reflects my acceptance and understanding of the terms and conditions and expectations set forth in this agreement.

Date

Employee Signature

Date

Manager / Supervisor

Date

Dean / Department Head

** If you are in a different work location than your manager, you may also indicate agreement by email to your manager; please include the name of this agreement in your note.*