Emergency Telecommuting Arrangement
Southern Methodist University

Southern Methodist University encourages departments and units to consider telecommuting as a method to address emergency needs of the University. This Emergency Telecommuting Arrangement should be used in all instances in which management has determined that an employee may temporarily telecommute to address an emergency need. Additionally, if an employee already has an existing telecommuting agreement in place, this Emergency Telecommuting Arrangement should be used instead of modifying an existing agreement.

This Arrangement is between Southern Methodist University and _______________________________ (employee name), and must be signed and approved by the employee’s manager or supervisor and the senior human resources representative. This Arrangement supersedes any prior Telecommuting agreement. When management determines to end the Emergency Telecommuting Arrangement, and if the employee had a Telecommuting Agreement in place immediately prior to this Arrangement, the employee should discuss with management whether any further telecommuting is appropriate. Note: Having successfully engaged in emergency telecommuting pursuant to this Arrangement does not require management to agree to any future telecommuting.

A. Southern Methodist University and the employee agree that the employee will temporarily telecommute on the following schedule: the following days: ________________________________, with the following frequency (such as each week, every other week, each month, etc.) ________________, beginning on ________________. The employee understands that this arrangement to permit telecommuting to work is a temporary measure only, and will be reviewed continuously during the period in which Southern Methodist University continues emergency measures for the current. Southern Methodist University may alter this schedule or end the temporary telecommuting agreement at any time in its discretion.

B. The employee agrees to maintain a presence with his/her department while temporarily telecommuting. Presence may be maintained in the manner and using the technology, directed by the department, which remains readily available such as by laptop computer, mobile phone, email, messaging application, video conferencing, instant messaging and/or text messaging at all times during the required work hours. The employee is expected to maintain the same response times as if they were at their regular Southern Methodist University work location. The employee will make themselves available to physically attend scheduled work meetings as requested or required by the department.

C. This temporary telecommuting arrangement will begin on ________________ and will remain in effect unless altered or terminated at any time as described in paragraph A above.

D. While temporarily telecommuting, the employee will work as if they were in their regular Southern Methodist University work location and will maintain productivity, performance, communication and responsiveness standards as if they were not temporarily telecommuting. This Arrangement does not change the basic terms and conditions of their employment at Southern Methodist University. They will perform all of their duties as set forth in their job description, as well as those additional and/or different duties that the department may assign from time to time. Further, the employee remains obligated to comply with all University (as well as departmental) policies and procedures.

E. If the employee is a non-exempt employee, they are not to work overtime without prior approval from their supervisor.

F. The employee will be solely responsible for the configuration of and all of the expenses associated with their telecommuting workspace and all services unless the department expressly agrees otherwise. This includes ensuring and maintaining an ergonomically
appropriate and safe telecommuting worksite. By signing this Arrangement, the employee is certifying such is the case.

G. All injuries incurred by the employee during hours they are working and all illnesses that are job-related must be reported promptly to the Department of Risk Management website at [https://www.smu.edu/BusinessFinance/RiskManagement/RiskandInsurance](https://www.smu.edu/BusinessFinance/RiskManagement/RiskandInsurance).

H. The employee acknowledges that if their manager deems that the Emergency Telecommuting Arrangement is not working effectively, management may at any time adjust or end the temporary telecommuting arrangement. Management will strive to provide at least 24 hours’ advance notice of any changes to the Emergency Telecommuting Arrangement.

UNDERSTOOD AND AGREED:________________________________________________________

Employee Signature

Date_____________________________________

Print Name: ______________________________

Print Title: ________________________________

APPROVED BY:___________________________

Approver Signature (Manager/Supervisor)

Date______________________________________

Print Name/Title_____________________________________

Department_________________________________________

HRM Signature

Cc: Manager Personnel File

- The reason the employee is requesting permission to emergency telecommute
- Definition of the time period needed to telecommute
- The location of the alternate work site, e.g. “I will be working from my home”
- Any arrangements that need to be made to transfer any of the employee’s work to others who will be in the work environment
- Contact information for the employee including backup and emergency contacts