Landing Page

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- View a Remote Work Agreement

WISCONSIN
UNIVERSITY OF WISCONSIN–MADISON

Welcome to the Remote Work Agreement

The Remote Work Policy applies to any new or revised remote work agreements after August 1, 2021. All existing remote work agreements in effect must be re-executed to comply with this policy no later than August 31, 2021.

Because remote work has risks and liabilities, the policy requires all employees approved to work remotely to enter into a *Remote Work Agreement*. This process is vital to ensuring the risks and liabilities of remote work have been appropriately reviewed by consulting offices.

Approval minimally involves supervisor or time approver (Level 1), and School/College/Division (S/C/D) Dean/Director/Vice Chancellor or designee, such as HR (Level 2).

The *Remote Work Agreement* will be kept by the S/C/D pursuant to record retention requirements and in the employee's personnel file. Remote work agreements should be reviewed and updated at a minimum annually, or as warranted due to changes in work responsibilities, availability of equipment, or evolving workplace practices. During this review, S/C/Ds, divisional HR, the employee's supervisor, and employee will determine whether remote work continues to be appropriate, including whether it continues to meet operational needs.

A *Remote Work Agreement* may be modified or revoked under Section III of the Remote Work Policy.

Does this request fall under the Remote Work Policy (i.e., is not "workplace flexibility" nor an accommodation under Americans with Disabilities Act (ADA))? If NO: Do not complete this form. Contact your HR office.

- Remote Work: A work arrangement in which some or all work is performed at an off-campus work site such as home or in an office space near home. This definition does not include workplace flexibilities, research trips, sabbaticals, or permanent off-campus work sites established by the university (e.g., field stations, CERN, IceCube).
- Workplace Flexibility: Flexibility in which work is performed at an off-campus work site on a sporadic basis and does not follow a regular, repeated schedule.
- ADA Accommodation: Contact your DDR to make a reasonable accommodation request for remote work. Note: Employees with disabilities can choose to request remote work under the Remote Work Policy without making an accommodation request nor disclosing a disability.

If NO: Do not complete this form. Contact your HR office.

**** Before Initiating a Request, Please Read ****

1. If your request for remote work includes working from an E:1/E:2 embargoed country (scroll to E1/E2 for list), you must work with the Offices of Export Control and Cybersecurity before completing a remote work request.
2. If your request involves an international remote work location, you must obtain approval from your School/College/Division Dean/Director/Vice Chancellor for "Business Necessity" of international remote work. Discuss with your manager/department chair, who can escalate to HR, before completing a remote work request.
3. If you are a foreign national working at UW-Madison and are requesting to work remotely (off campus), please contact International Faculty and Staff Services (IFSS) before completing a remote work request.

Tabs on the left of this pane can be used to create, update, view or evaluate Remote Work Agreement eForms.

Requesters:

- **Add a Remote Work eForm -** start a new form
  - Review your contact addresses in Employee Self Service before beginning this form and make updates as needed (tipsheet).
- **Update a Remote Work eForm -** change a form you created that is not yet approved
  - Note: Any changes to an approved request require a new form.
- **View a Remote Work eForm -** view all requests you have created

Approvers:

- **View a Remote Work eForm -** view completed agreements for employees that report to you
- **Evaluate a Remote Work eForm -** take action on any requests awaiting your approval

Resources: (available in the Remote Work eForm)

Tipsheet - Requestor

Tipsheet - Approver

Remote Work Website

UW-Madison Policy UW-5087: Remote Work

UW-Madison IT Policies

Regent Policy Document 25-3: Acceptable Use of Information Technology Resources

Reuniting Campus – Professional Development resources

Remote Work Agreement

UWMSN Remote Work Agreement

Remote Work Agreement for Wisconsin, U.S., and International Remote Work Form ID 101947

Help

Timeout Warning: Unsaved changes will be lost after 30 minutes of inactivity. If you need to collect additional information to complete the form or need to step away for a period of time, click Save at the bottom of the agreement to avoid losing your work.

If a required field doesn't apply to you, enter "N/A," "not applicable," or "none."

Important

**** Before Initiating Request, Please Read ****

1. If your request for remote work includes working from an E:1/E:2 embargoed country (scroll to E1/E2 for list), you must work with the Offices of Export Control and Cybersecurity before completing a remote work request.
2. If your request involves an international remote work location, you must obtain approval from your School/College/Division Dean/Director/Vice Chancellor for "Business Necessity" of international remote work. Discuss with your manager/department chair, who can escalate to HR, before completing a remote work request.
3. If you are a foreign national working at UW-Madison and are requesting to work remotely (off campus), please contact International Faculty and Staff Services (IFSS) before completing a remote work request.

Employee Information & Contact (pulled from HRS)

Employee Information

Remote Work Agreements are job-specific. If you have multiple jobs, click the magnifying glass next to Working Title and select the appropriate job. Ensure the appropriate information about the selected job appears in this section.

Empl ID	00920241 JON SMITH	Empl Record	0
*Working Title	DATA ANALYST/METRICS	Department	A022045 G SERV/HUMAN RES/HRIS
Position Number	02204805 POLICY/PLNG ANALYST	Job Start Date	09/10/2018
FTE	1.000000	Continuity Code	03
Employee Class	AS	FLSA	Exempt

Contact

Business Phone	608/890-4567	Supervisor	DERUBEIS,CATHARINE
Email	HRTST@g-groups.WISC.EDU	Supervisor's Email	HRTST@g-groups.WISC.EDU
Business Address	21 N PARK ST MADISON, WI 53715-1218 DANE		

Remote Work Location(s) and Agreement Duration

Remote Work Location(s) and Agreement Duration

For remote work location(s), select Home if working from your "home" office. If you need to update your home or mailing address, click Update Addresses link.

If you need to add another type of address, contact your HR Office before completing this form.

Address Type: Home

Address:
55 Main St
Carlisle, IA 50047-7614
Warren

Update Addresses

Refresh

Enter Additional Remote Work Location? No

*Agreement Start Date

Agreement Start Date may differ from ACTUAL Start Date based on the time it takes to approve your request.

Agreement End/Review Date

Remote work agreements should be reviewed and updated at a minimum annually, or as warranted due to changes in work responsibilities, availability of equipment, or evolving workplace practices.

Work with your supervisor who can check with HR about School/College/Division-specific requirements.

Attestation Statement-Insurance

Attestation Statement - Insurance

I understand that I am responsible for all instances of loss or damage that may occur to my personally-owned property and/or equipment. I also understand that I may be liable for damages or injury to third parties that occur at my remote work home location. I acknowledge that UW-Madison recommends I maintain personal homeowner's/condo/renter's insurance to provide protection to myself against these personal risks.

*I acknowledge the statement above: No

Attestation Statement-Business Visitors

Attestation Statement - Business Visitors

I agree that I may not host business visitors, including students and other employees, in my home while engaged in remote work. I understand that hosting business visitors in my remote work location could result in personal legal liability to me.

*I acknowledge the statement above: No

Schedule (showing General Hours and Daily Chart—employee must fill it out one way)

Schedule

Choose the arrangement below which best reflects your job and agreed upon schedule, or as directed by your supervisor.

The Remote Work Agreement must designate your onsite and remote work locations effective throughout the remote work period.

Select how you will enter your schedule (pick one):

- Select **General Hours** if your start and end times will be consistent from day to day and you are working from only one remote location.
- Select **Daily Chart** if you need to specify different work hours or remote work locations depending on the day of the week.

*Schedule Type

Daily Chart

Schedule - Daily Hours and Locations

Complete this section if you need to specify different work hours or remote work locations depending on the day of the week.

Reflect your scheduled hours in U.S. Central Standard Time (CST).

If you have more than one work location or work partially between multiple locations, provide details for each location.

Time entered in 24-hour format or with a single number will automatically reformat to AM/PM time after tabbing out of field. Examples:

'0800' and '8' become 8:00AM
'1330' becomes 1:30PM
'1' becomes 1:00AM

Sunday Begin Time

Sunday End Time

Sunday Work Location

Monday Begin Time

Monday End Time

Monday Work Location

Tuesday Begin Time

Tuesday End Time

Tuesday Work Location

Wednesday Begin Time

Wednesday End Time

Wednesday Work Location

Thursday Begin Time

Friday Begin Time

Friday End Time

Friday Work Location

Saturday Begin Time

Saturday End Time

Saturday Work Location

General Hours

Schedule - Enter General Hours

Indicate below the percentages of your work week that will be spent working remotely and the percentage working on site. Percentages should total 100%, even if you are part-time. These percentages represent your "total effort."

*Remote Weekly Average Percentage

*On Campus Weekly Average Percentage

Schedule Comments

Schedule Comments

Schedule Comments

Required Attendance

Required Attendance

You may be required to attend meetings, training, and functions onsite which may include days you would customarily work remotely. Discuss these types of schedule expectations with your supervisor and record them in the space below as needed:

Enter N/A if unknown at this time.

*Attendance Expectations

Job Responsibilities/Duties

Job Responsibilities/Duties

This section is required only if you are requesting to work internationally. Various consulting offices need information about job responsibilities and duties to assess risk.

- Ensure the description is not generalized. For example, instead of stating "conduct research," describe the type of research.
- Use the space below (or upload a document in the "File Attachments" section at the bpottom of the form). Examples of relevant attachments are Position Descriptions (PDs) and Position Vacancy Listings (PVLs) if you have them available to you.
- You may enter N/A below if you are working remotely within the United States.

*Job Responsibilities / Duties

*Not including commuting to/from UW-Madison (or applicable onsite work location), will you use an automobile in the performance of your remote work duties/tasks?

Equipment for Remote Workspace

Equipment for Remote Workspace

Overview

University-owned devices are the preferred access method, which are equipped with malware security tools and VPN. When you use employee-owned equipment, unless your equipment is managed by the university, you must take steps to ensure the use of these devices follows University-established protocols for data security and privacy.

Equipment, materials, and supplies for remote work employees will vary based on the position. Equipment provided to remote work employees, and related costs, are determined, approved, and tracked by supervisors or S/C/Ds. All reimbursable expenditures must be identified in remote work agreements.

Actions

List all university- and personally-owned computer/communications/office equipment provided to you for purposes of remote work. UW-Madison will provide the equipment, software, communications resources, and/or other supplies listed below. Provide specific details:

*UW-Madison Owned Hardware

Examples: Computer equipment, external drives, instruments

*UW-Madison Owned Communication Resources

Examples: University-owned mobile devices, tablets

*Office Equipment (not including computer equipment) provided to you for remote work

Examples: Office chair, standing desk

*Employee-owned Hardware, Communication Resources and Office Equipment used in your remote work

*Will UW-Madison need to ship anything to you in your remote work location?

Yes

*List items requiring shipping

Additional Items, if applicable

Record any known S/C/D reimbursable expenses here

Workspace Attestation

Workspace Attestation

I attest that my remote workplace is safe and functional and that I agree to:

1. Set up my workspace per the Workspace Checklist and as needed, use the resource, Ergonomics: A Guide to Setting Up Your Computer Workstation, to make any recommended modifications.
2. Ensure smoke and fire detectors are installed and operating.
3. Make certain my remote workspace is free from recognized fall hazards.
4. Have a plan for seeking shelter during weather emergencies.

*I acknowledge the statement above

No

Technology Access, Cybersecurity, and Compliance (said yes to Sensitive/Restricted Data to expose the follow up questions)

Technology Access, Cybersecurity, and Compliance

Overview

Equipment/software provided by the state is for business use and will not be used for personal business or by persons other than the employee, unless personal use is specified in the licensing agreement (e.g., Microsoft Office). Use of the computer will adhere to institution and UW Madison security protocols including an automatic lock of credentials when there has been no activity for 15 minutes. Employees using UW Madison IT resources to work remotely are fully obligated to comply with Regent Policy Document 25-3: Acceptable Use of Information Technology Resources. The employee understands that accessing the UW Madison's networks, including for email usage, with a personal device should be avoided and may subject the personal device to review for purposes of record requests or management.

Tech Access and Privacy Questionnaire

For the purposes of data security and privacy and to assess the potential risk and liability of remote work, please respond to the following:

1. What type(s) of data do you work with?
   Check at least one and all that apply - See definitions and more information.

Public Data	No	
Internal Data	No	
Sensitive Data	No	(examples include intellectual property; confidential, proprietary or business data provided under an NDA; non-export controlled select agent program data)
Restricted Data	No	(examples include export controlled data; HIPAA; FERPA; credit card information)

***Are you using personally-owned hardware when accessing / downloading / transferring data?** [ ]

Because you indicated you work with Restricted Data, please answer the following:

***Are you working with Protected Health Information (PHI) protected by HIPAA?** [Yes]

When PHI is involved, the Office of Compliance will review any prior instances of HIPAA-related concern.

Please answer the following PHI-related questions.

***Can the goals of your work in a remote location be achieved by using de-identified data?** [No]

Because you work with PHI and cannot achieve your goals with de-identified data, please answer the following:

Have you completed current UW-Madison HIPAA Training?

***Completed current HIPAA training?** [ ]

Will you limit your access/transfer/storage of this data to UW approved tools?

***Limit to UW approved tools?** [ ]

Technology Attestations

Technology Attestations

I agree to comply with UW–Madison's Division of Information Technology (DoIT) guidelines for securing a remote workstation; to maintain a safe and secure work environment at all times in compliance with UW–Madison's Office of Cybersecurity and Office of Compliance policies applicable to my work; to implement good information security practices in the home-office or alternative work site setting and will check with my supervisor when cybersecurity matters arise.

*I agree with the statement above: No

I agree to take all necessary precautions to secure all university equipment and to protect the privacy, security, confidentiality, and integrity of data, files and other materials handled by me in the course of my work. This includes use of VPN, anti-virus, MFA DUO, Net ID login, etc.

*I agree with the statement above: No

I agree to report the loss of any personal device that I am using in the course of my remote work, per the Incident Reporting and Response Policy.

*I agree with the statement above: No

Terms of Agreement and corresponding attestations

Terms of Agreement

1. The employee's job responsibilities and promotional opportunities will not change due to participation in a remote work arrangement.
2. The amount of time an employee is expected to work will not change due to participation in the remote work arrangement.
3. Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.
4. Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime.
5. The employee is expected to meet established performance standards and to communicate with supervisor and colleagues as necessary to meet operational needs and the requirements of the position.
6. The employee understands that all equipment, materials, and records provided by the university shall remain the property of the university.
7. The employee will notify the supervisor immediately in the event of equipment failure or service interruption, to discuss alternate assignments or other options.
8. The employee understands that maintenance of University-owned equipment will be performed only by a University-authorized technician. The employee is responsible for maintenance and repair of employee-owned and managed equipment.
9. The employee must return all University-managed equipment, materials, and supplies to the University upon termination of the *Remote Work Agreement* or employment with UW-Madison.
10. The employee must complete and submit the Employee's Work Injury and Illness Report to their supervisor within 24 hours of the occurrence of injury or illness. See UW-Madison Worker's Compensation website.
11. The employee understands they are responsible for making any necessary adjustments for their personal income taxes and benefits based on their remote work arrangements.
12. All university policies and departmental guidelines, including but not limited to attendance, holidays, time away from work and overtime continue to apply, unless specific exceptions to such policies and guidelines are arranged within this agreement.
13. The employee understands that UW-Madison retains the right to modify or revoke this agreement under Section III of the Remote Work Policy.
14. The employee understands that the remote workspace is considered the principal place of business if the employee is operating under a full-time remote work agreement. If an employee is operating under a part-time remote work agreement, the employee's UW–Madison workplace is considered their principal place of business.
15. The employee understands that UW–Madison will not reimburse travel expenses between an employee's remote workspace and the UW–Madison workspace. Employees operating under a remote work agreement must receive approval from their supervisor before incurring any reimbursable travel-related expenses, with the exception of any pre-approved travel.

Attestation statement: I have read and understand the above/attached expectations related to the remote work arrangement. I understand that my failure to adhere to these expectations and comply with UW–Madison's Remote Work Policy may result in the immediate termination of this remote work arrangement and/or discipline up to and including termination of employment.

*I attest to the statement above: No

Attestation statement: If anything in this agreement changes (e.g., work location, scope/type, access to different data types), I agree that I will complete a revised form.

*I attest to the statement above: No

File Attachments

File Attachments

Attachments must be in PDF format. This section is required only if you are requesting to work internationally. If you do not have a position description available to upload, make sure you have entered your job responsibilities in the text box provided in the Job Responsibilities/Duties section above.

1 row

Status	Action	Description	File Name	Delete
1	Upload			Delete

Comments and Submit

Comments

Save Submit

End of agreement for employees based in Wisconsin (the majority of requests)

Extra Sections for requests outside of Wisconsin and outside the United States

United States Remote Work (outside Wisconsin)-only asked if person lists a work address outside of WI

United States Remote Work (outside Wisconsin)

ATTESTATION: I understand that I must contact my division's HR/Payroll office regarding payroll tax outside the State of Wisconsin.

I understand the above No

International Questions—only asked if a person lists an address outside of the United States

International Remote Work

This section is required if you will be working remotely at least part of the time outside of the United States.

"Business Necessity" is required for international remote work. The Dean/Director/Vice Chancellor of your School/College/Division (S/C/D) must approve "business necessity" for this international remote work request. Has your Dean/Director/VC approved your international remote work request as a business necessity?

**Approved as Business Necessity?

*Country of Citizenship 1

Country of Citizenship 2

**Did you previously work for UW-Madison while living in the U.S.?

**Do you plan to move or return to the U.S. while working for UW-Madison? Yes

*What is the expected duration of the international remote work?

Export Control

Export Control

DEFINED: Export Controlled data is information, technology or data that is controlled under one of the categories in the U.S Munitions List of the International Traffic in Arms Regulations (ITAR, 22 CFR 121.1) or the Commerce Control List of the Export Administration Regulations (EAR, 15 CFR 774 Supplement 1).

PRIOR to conducting remote work internationally, you must contact the Export Control Office.

Is an export license required for you to conduct this work internationally? To check before answering, read Export Control | Research (click on **licenses**).

**Export license required?

Will your remote work be conducted from a U.S. government E:1/E:2 country? (click on **E:1/E:2 country**)

**Embargoed Country?

Does your job require that you access information that is Export Controlled under the International Trafficking in Arms Regulations (ITAR) or Export Administration Regulations (EAR)?

**Requires Export Controlled Info Access

Research and Sponsored Programs (with Yes triggered to show follow up question)

Research & Sponsored Programs (RSP)

**Are you currently paid or will you be paid on sponsored projects, i.e., funds 133, 142, 143, or 144?

Yes

If you are paid on sponsored projects, you must contact Research and Sponsored Programs (RSP) before proceeding.

*If known, please list sponsor(s) (e.g., National Institutes of Health), award number (e.g., MSN123456), or project number (e.g., AAA1234), as sponsor prior approval may be required:

Payroll Tax (with Yes triggered to show follow up attestation)

Payroll Tax

There are implications for foreign nationals working outside the U.S.

**Please indicate if you are a foreign national working outside of United States

Yes

Attestation statement: I acknowledge that I am responsible for providing documents to my local HR to establish and verify my tax status and determine appropriate U.S. payroll taxation following the procedure documented here.

*I acknowledge the statement above

No