

# Saint Augustine's University Teleworking Agreement

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## **Purpose**

This document outlines the terms and conditions of teleworking between you and your supervisor. Review this agreement prior to submitting your telework request to your supervisor. If approved by your supervisor, you are then authorized to start the teleworking arrangement.

## **Supervisor Responsibilities**

Your supervisor will review the Saint Augustine's University Telework Policy and understand the following information before meeting with you regarding teleworking. In addition to following the terms and conditions of this Teleworking Agreement, the supervisor is also required to adhere to the Saint Augustine's University Telework Policy. By approving this agreement, the supervisor attests that they have read Saint Augustine's University Telework Policy and agree to comply with all requirements. The supervisor will thoroughly discuss with you and agree upon:

- Any specific teleworking schedules. Your supervisor must approve your teleworking work schedule. Your supervisor may require that you work certain "core hours" that overlap with your co-workers. Your standard work hours should be reflected in your Outlook calendar and should be kept up to date. You may be able to vary your hours when teleworking if your supervisor determines the change will not create problems for your co-workers or customers;
- Any specific recurring requirement to be physically at Saint Augustine's University;
- How office equipment and supplies will be handled.