HUMAN RESOURCES

UNM Staff Remote Work Agreement

This form used for a new RWA or to change a current RWA

Purpose: In accordance with University Administrative Policy (UAP) 3245: Remote Work, the following constitutes an agreement of the terms and conditions of in-state remote work, out-of-state remote work, and hybrid remote work. This agreement specifies the conditions applicable to an arrangement for performing work at an alternate work location, on a regular basis.

This agreement is subject to the approval process, requirements, and limitations set forth in UAP 3245. College or Division leadership may develop and communicate standards for equitable implementation across departments to maintain business continuity. This agreement may be subject to modification or termination per the conditions set forth in UAP 3245.

EMPLOYEE INFORMATION

Employee Name: _____ UNM ID: _____

Department: _____ Supervisor Name: _____

Job Type: Select Job Type Job Status: Select Job Status Exemption Status: Select Exemption Status

NEW REMOTE WORK AGREEMENT

Select Agreement Type

Effective Date:

Hybrid Remote Work: Performance of work duties are split between a UNM worksite and an alternative work location in New Mexico.

In-State Remote Work: Performance of all duties from an alternative work location in New Mexico.

Out-of-State Remote Work: Performance of all duties from an alternative work location in a state other than New Mexico, or the performance of work duties split between a work location within New Mexico and alternative work location in a state other than New Mexico.

Agreements for current staff changing to Out-of-State Remote Work must be accompanied by a Term Appointment MOU.

Refer to UAP 3245, Remote Work, Section 5, Establishing a Remote Work Agreement for more information on the above types of remote work.

CHANGE CURRENT REMOTE WORK AGREEMENT

Per UAP 3245, Remote Work, a minimum of thirty (30) calendar days notice is required prior to modification of an RWA.

Select Agreement Type Notification Date: _____ Effective Date: _____

ALTERNATIVE WORK LOCATION

Street Address: _____ City: _____

State: _____ Zip Code: _____

If working fully remote at multiple locations, not counting a UNM location, then enter the address in the following comment box.

Employees engaged in Remote Work will be subject to all UNM policies and procedures, including those relating to performance and productivity, impairment, conduct, information security, and data protection. It is the responsibility of the employee seeking a Remote Work Agreement (RWA) to become familiar with the UNM policies and procedures listed in UAP 3245: Remote Work and also listed below, to include but not limited to:

UAP 2000: Responsibility and Accountability for University Information and Transactions
UAP 2500: Acceptable Computer Use
UAP 2550: Information Security
UAP 2635: Payroll Deductions, W-2s, and Tax Reporting
UAP 3110: Reasonable Accommodation for Employees, Job Applicants, and Participants with Disabilities
UAP 3270: Suspected Employee Impairment at Work
UAP 3300: Paid Time
UAP 4030: Travel
UAP 7730: Taking University Property Off Campus
HSC Cell Phone Agreement
Main Campus Cell Phone Service Reimbursement Program

EMPLOYEE ACKNOWLEDGEMENT

Employees working remotely in a state other than New Mexico are responsible for verifying that their worksite address is accurately reflected in UNM's Banner system via UNM Demographic Self Service (https://dss.unm.edu).

Any change in an approved work location requires supervisor approval and may require a new RWA. Employees working out-of-state who change addresses must submit an updated RWA for approval **PRIOR TO** commencing work at the new work location.

I understand that:
- I must have a designated space at my alternative work location and will maintain a secure work environment.
- If I separate my employment from the University of New Mexico, then I agree to return University property no later than ten (10) business days from the date of my separation.
- All obligations, responsibilities, terms, and conditions of employment with the University remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.
- Remote work is not intended to serve as a substitute for child or adult care during work hours.

I hereby affirm by my signature that I will adhere to the requirement of UAP 3245: Remote Work and I understand that noncompliance could result in disciplinary action subject to UAP 3215: Performance Improvement. Should my situation change, I will consult with my supervisor.

Employee Signature Date

APPROVAL SIGNATURES

Supervisor/Manager Signature Date Chair/Director Signature Date

Approval of a for Out-of-State RWA is at the discretion of the appropriate Dean/VP or equivalent and is subject to their ongoing review.

Dean/VP Signature Date

Click here for instructions on submitting the UNM Staff Remote Work Agreement Form

Revised October 2023