Staff Termination of Hybrid or In-State Remote Work Agreement

This form is to be completed by the supervisor and documents the termination of a Remote Work Agreement (RWA). As per the agreement this change in your work location will occur on the date documented bellow.

Per UAP 3245, Remote Work, a minimum of thirty (30) calendar days notice is required prior to termination of a Hybrid or In-State RWA.

EMPLOYEE INFORMATION

Employee Name: _____ UNM ID: _____

Department: _____

Supervisor Name: _____

Type of RWA being terminated: Select Agreement Type

Date of Notice: _____ Date of return to working on-site: _____

SUPERVISOR COMMENTS

I hereby affirm by my signature that I acknowledge the termination of my Remote Work Agreement and will abide by the terms stated above.

_____ _____ _____ _____

Employee Signature Date Supervisor Signature Date

_____ _____

Department Head Signature Date

Attach the completed form to the Remote Work End EPAF and submit through your normal approval process.

If the Out-of-State remote worker is a term appointment and you are ending the term assignment, then submit a Staff End of Assignment (SEP02) EPAF along with the resignation letter or Term Appointment Notification of Completion form.

Contact your HR Consultant prior to contemplating terminating an RWA for an Out-of-State Remote Worker who is not on a term assignment.