

## Emergency Flexplace Agreement

Complete ONLY if requesting a Flexplace Arrangement

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

This location is:      Employee's residence      Off-site location

Location if not home address: \_\_\_\_\_

**Terms of Agreement:** The duties, responsibilities, and conditions of employment remain unchanged. The employee must comply with all university policies and procedures while working off-site. Salary and benefits remain unchanged and Workers Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Virginia Workers Compensation law. The employee must report any such work-related injuries to his or her supervisor immediately. The University of Richmond is not responsible for injuries or property damage unrelated to such work activities that might occur in the flexplace setting.

Overtime compensation (for non-exempt staff) and vacation and sick leave will continue to be based on hours paid during the flexplace arrangement according to current policy. Requests to work overtime, declare vacation or take other time off from work must be pre-approved in writing by the employee's supervisor. According to the terms of this agreement, the off-site work schedule is detailed below (For non-exempt staff, this must be in accordance with FLSA guidelines and should include meal breaks). If the employee needs to change his or her schedule, he or she agrees to obtain advance written approval from the supervisor.

The University of Richmond will not reimburse the employee for the cost of off-site related expenses such as heat, water, electricity, and any insurance coverage not provided by the university. Personal tax implications related to the off-site workspace shall be the staff's responsibility.

The employee has responsibility for maintaining the security and confidentiality of university files, data and other information that are in the off-site work place.

Flexplace is not to be regarded as a substitute for ongoing child-care or eldercare. If applicable, the employee will attach a general description of care-giving arrangements that will be in effect during the flexplace work hours. If the employee needs to modify these arrangements, he/she will inform the supervisor and obtain the necessary approvals to continue the flexplace arrangement. The employee is expected to make regular visits to the on-site workplace to review work and progress with supervisors, and to meet with co-workers and customers on the following basis:

I have read and understand the above expectations relating to the flexplace arrangement. I understand that my failure to adhere to the expectations may have an adverse effect on my employment and may result in disciplinary action, including, but not limited to the immediate withdrawal of the opportunity to benefit from a flexplace arrangement.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Please send completed forms to URHR via e-mail (URHR@richmond.edu) or campus mail.