



II. APPLICABILITY

All work units associated within Alabama A&M University.

III. DEFINITIONS

Alternate Work Location/Site: A workplace other than an employee's usual and customary workplace where business is performed on a limited basis to include an employee's home or another work site such as a satellite campus.

Eligible Employee: The Vice President or unit head will determine who is eligible to participate.

Primary Workplace: An employee's usual and customary workplace.

Telework: A flexible work arrangement in which an employee is authorized to perform his/her assigned job duties in his/her home for one (1) or more days per week.

Telework Agreement: A formal written agreement between an employee and his/her supervisor and approved by the Vice-President or unit head that outlines the terms and conditions of an employee's work assignments to be performed from an employee's home.

Teleworker: An employee working from his/her home for one (1) or more days per week.

IV. GENERAL EXPECTATIONS AND ACCOMPANYING TERMS AND CONDITIONS:

Employees who have an approved Telework/ Alternate Work Location Agreement are required to adhere to all of the policies/procedures of Alabama A&M University during work hours.

1. An employee desiring to telework or work from an alternate work location must understand and agree that the arrangement does not alter or supersede the terms of the existing employment relationship between the employee and Alabama A&M University.
2. Classroom/ Office Hours Expectations:
 - a. All faculty members are expected to conduct and record classes at the scheduled class time utilizing the university approved platform—Blackboard (Zoom or Blackboard Collaborate Ultra). Faculty members understands that his/ her supervisor and/ or leadership reserve the right to randomly view class materials for quality.
 - b. All faculty members are required to observe the standards of the university when conducting class (including dress code).
 - c. All faculty members are expected to hold classes for the full duration of the time that the class is scheduled.
 - d. Faculty members are required to conduct and record their approved office hours utilizing the university approved platform—Blackboard (Zoom or Blackboard Collaborate Ultra). Faculty members understand that his/ her supervisor and/ or leadership reserve the right to randomly view office hours for quality.

Alabama A&M University Teleworking Agreement For Faculty

Teleworking is an agreement between the supervisor and the teleworker. This agreement begins on _____ and continues until the end of the current semester or until terminated by the employee's supervisor (whichever occurs first). Additionally, a teleworking agreement can be discontinued at any time by either party without adverse repercussions.

Scope of Agreement

Other than those duties and obligations expressly imposed on Employee under this agreement,

Work Schedule and Work Status

An employee that teleworks will be assigned requirements on an individual basis by the

