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NAVAJO TECHNICAL UNIVERSITY

E S T A B L I S H E D 1 9 7 9

Short-Term Telework Agreement

Employee Information

Name: _____ Hire date: _____

Job title: _____

Department: _____

FLSA status: Exempt Nonexempt

Status: Critically Essential Essential Employee Nonessential

This temporary Telework agreement will begin and end on the following dates:

Start date: _____ End date: _____

Temporary work location: _____

Employee schedule: _____

The employee agrees to the following conditions:

1. The employee will remain accessible and productive during scheduled work hours.
2. Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.
3. Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.
4. The employee will report to the employer's work location as necessary upon directive from his or her supervisor.
5. The employee will communicate regularly with his or her supervisor and co-workers, which includes a weekly written report of activities.
6. The employee will comply with all Navajo Technical University rules, policies, practices and instructions that would apply if the employee were working at the employer's work location.
7. The employee will maintain satisfactory performance standards.
8. The employee will make arrangements for regular dependent care and understands that Telework is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.
9. The employee will maintain a safe and secure work environment at all times.
10. The employee will allow the employer to have access to the Telework location for purposes of assessing safety and security, upon reasonable notice by the University.
11. The employee will report work-related injuries to his or her Supervisor as soon as practicable.

NAVAJO TECHNICAL UNIVERSITY • PO BOX 849 • LOWER POINT RD. HWY, 371 • CROWNPOINT NEW MEXICO 87313
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WWW.NAVAJOTECH.EDU

Navajo Technical University will provide the following equipment:

1. _____
2. _____
3. _____
4. _____
5. _____

The employee will provide the following equipment

1. _____
2. _____
3. _____
4. _____
5. _____

The employee agrees that Navajo Technical University equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on Navajo Technical University equipment. The employee understands that all tools and resources provided by the University shall remain the property of the University at all times.

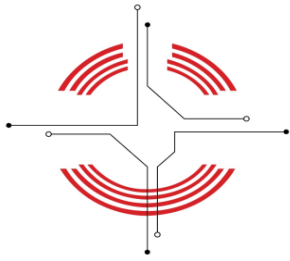
The employee agrees to protect University tools and resources from theft or damage and to report theft or damage to his or her Supervisor immediately. The employee agrees to comply with Navajo Technical University's policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary University and student information accessible from their home offices.

REIMBURSEMENT:

Navajo Technical University will reimburse employee for the following expenses:

Employee will submit expense reports with attached receipts in accordance with Navajo Technical University's expense reimbursement policy.

The employee understands that all terms and conditions of employment with the University remain unchanged, except those specifically addressed in this agreement. The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time. The employee agrees to return University equipment and documents within five days of termination of employment.



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Statement of Purpose or Reason for requesting Short-Term Telework:

Required Signatures:

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Human Resource Director Signature: _____ Date: _____

President's Signature: _____ Date: _____