

## University of Wyoming Remote Work Arrangement (RWA)

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Employee Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

As a participant in the UW Flexible Work Arrangement Policy, I attest that I have reviewed and agree to comply with the terms and conditions listed in this *Flexible Work Agreement*, and all other terms and conditions of employment.

- I agree to spend approved remote work time (days and hours listed within this Agreement) performing the assigned duties and responsibilities of my position. For nonexempt employees, any additional hours involving overtime work at any work site must be approved in advance by the Appointing Authority or designee (e.g., manager or supervisor).
- I agree to maintain contact with my work unit, as appropriate, to successfully perform my assigned duties and responsibilities.
- I agree to contact my manager or supervisor to request prior approval for leave, when needed.
- I agree to maintain a safe and secure work environment. I agree to allow the University to assess safety and security, upon reasonable notice.
- I have arranged, if applicable, for dependent care, and personal disruptions such as non-business telephone calls and visitors will be kept to a minimum.
- I agree to inform the Appointing Authority or designee and the Division of Information Technology any time there is an actual or suspected system security issue that arises during my work at my remote work site. I agree to maintain the confidentiality of materials I access as a part of my employment, and to abide by the University's policies for employees, including any applicable policies governing information, security, software, software licensing and data privacy as well as the requirements of applicable state and federal law.
- I understand that all equipment, records and materials provided by the University shall remain the property of the University. I agree to use University-owned equipment, records and materials for purposes of University business only, and to protect them against unauthorized or accidental access, use, modification, destruction or disclosure. Any instances of loss, damage or unauthorized access shall be reported to my Appointing Authority or designee at the earliest reasonable opportunity.
- I agree to return University equipment, records, and materials within three (3) days of termination of this Agreement. All University equipment will be returned to University for inspection, repair, replacement or repossession within three (3) days written notice.
- I understand that UW or specific department or division is not liable for any damages to my personal or real property while I am performing official duties at my remote work location.
- I agree to immediately report to the manager or supervisor any work-related injuries that occur while in the remote work arrangement at the earliest reasonable opportunity. I agree to hold harmless the University for injuries to others at my remote work site identified in this Agreement.
- I understand that the sole purpose of this agreement is to regulate the remote work arrangement, and that it does not constitute a contract of employment. I understand that I am responsible for any tax consequences, if any, as a result of this arrangement and for conformance to any local zoning or other applicable ordinances or regulations.
- I understand that this work arrangement is not an employee right, and may be amended at any time at the supervisor's discretion.
- I understand this this work arrangement will be reviewed annually by my supervisor.

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Remote Work Site & Contact Information

<b>Address</b>	
<b>Phone Number</b>	
<b>Alternate Phone Number</b>	

Ensure [Personal Contact](#) and [Emergency Contact](#) information is current in HCM.

Work Schedule

Day of the Week	Work Hours	On-Site or Off-Site
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Remote Work Percentage

Remote work percentages are closely monitored by Human Resources in HCM. Any changes to remote work percentages require updated RWA. Employees that are 100% fully remote must contact Human Resources if reducing percentage or returning to on-site work.

**Please mark percentage for this arrangement:**

- Remote 20% = 1 day remote working per week
- Remote 40% = 2 days remote working per week
- Remote 60% = 3 days remote working per week
- Remote 80% = 4 days remote working per week
- Remote 100% = 5 days remote working (fully remote)

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**Training**

Initial Remote Work Arrangements require training for employee and supervisor. RWA adjustments or renewals do not require re-accomplishment of training. Add dates training was initially completed.

Employee completed 'Remote Worker for Employees' training on \_\_\_\_\_ (date)

Supervisor completed 'Leading and Managing Remote Teams' training on \_\_\_\_\_ (date)

**Work Arrangement Type**

This agreement is a short-term work arrangement (45 days up to six months)

I understand that this remote work arrangement will end on \_\_\_\_\_ (date)

A new RWA is required to extend the work arrangement.

This agreement is a long-term work arrangement (Over six months)

Contact Human Resources by emailing [hr@uwyo.edu](mailto:hr@uwyo.edu) to update or withdraw an RWA.

Begin and end date of work arrangement: \_\_\_\_\_

Explanation of remote work arrangement: \_\_\_\_\_

\_\_\_\_\_

**Approvals**

Short-term work arrangements require signatures of employee, supervisor and Dean or Director. It is recommended that RWAs are maintained by both the employee and the supervisor. Email a copy of the RWA to [hr@uwyo.edu](mailto:hr@uwyo.edu). Human Resources will update campus status and upload document into WyoCloud HCM.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Long-term work arrangements require signatures of employee, immediate supervisor, Dean or Director, and Primary or Alternate [Appointing Authority](#). It is recommended that RWAs are maintained by the employee and the supervisor. Email a copy of the RWA to [hr@uwyo.edu](mailto:hr@uwyo.edu). Human Resources will update campus status and upload document into WyoCloud HCM.

Appointing Authority: \_\_\_\_\_ Date: \_\_\_\_\_

It is highly recommended that immediate supervisors review work arrangements regularly but at a minimum annually. Work arrangements without adjustments do not require new form or renewal.

Work arrangements that are adjusted require submission of new document through the Remote Work Arrangement Process.

When employee returns to campus, the campus status will need updated in WyoCloud HCM.