To: (Employee’s Name)

From: (Supervisor’s Name)

Subject: **Working Remotely/Work-From-Home Status**

Date:

As we enter Phase 3 of Returning to Campus, you are assigned to continue working remotely until further notification.

You will continue to follow work hours that have been set by you and your supervisor. You will remain accessible during standard work hours and understand that the department retains the right to modify your assignment based on business necessity at any time. Your remote work assignment may include training assignments at the direction of your supervisor.

During this period of continued remote work, the following expectations remain place:

* You will maintain a normal workload. Your duties, obligations, responsibilities and conditions of employment with the University of Arkansas remain unchanged.
* Your supervisor has the right to assign work to you.
* You must check in with your supervisor on a regular basis or as directed.
* If you are unable to work due to illness, you are to notify your supervisor and use sick leave as appropriate.
* If you wish to be relieved of responsibility for work on a particular day or days, you must obtain advance approval from your supervisor and use annual leave.
* You are responsible for the safety and security of all university property and proprietary information.
	+ Employees working from home may only use equipment necessary for this purpose and that has been specifically approved by supervisors.
		- Any university property provided to you must be documented with its serial number when you take possession and appropriate documentation of the location of the property must be completed and maintained.
		- You must return the property in the same condition in which it was originally received, minus normal wear and tear.
		- You are personally liable for missing or damaged property.
	+ You are instructed to use university-owned equipment, records and materials for purposes of university business only and to protect them against accidental access, use, modification, destruction or disclosure. This includes maintaining data security and record confidentiality in the same manner as when working at the regular university work site. You may not duplicate university-owned software and will adhere to the manufacturer(s) licensing agreement(s). You must report to your supervisor instances of loss, damage or unauthorized access at the earliest reasonable opportunity.
* You are instructed to maintain a safe and secure work environment and report work-related injuries to your supervisor without delay.
* This remote work arrangement is revocable and may be discontinued by the university at any time.