

REMOTE WORK AGREEMENT

From Remote Work Policy: **“Remote Work Employee”** means a Duke Employee who is in a position that has either 1) been approved for Remote Work or 2) approved for Hybrid Work with a majority of the Remote Work at a Remote Work Location.

From Remote Work Policy: **“Remote Work”** means work by a Duke Employee that is carried out on a regular basis at a Remote Work Location.

1. **Employee Name:** _____ **Date:** _____

2. **Duke Unit:** _____

From Remote Work Policy: **“Duke Unit”** means an organizational unit within Duke that has authority to authorize Remote Work.

3. **Primary Duke Worksite (for Duke Unit):** _____

From Remote Work Policy: **“Primary Duke Worksite”** means a physical location that Duke owns or controls and utilizes as a place where Duke Employees regularly work. This includes the Duke University campus, Duke hospitals and Duke regional healthcare facilities

4. **Remote Work Location:** _____

From the Remote Work Policy: **“Remote Work Location”** means the non-Primary Duke Worksite where a Remote Work Employee performs work.

5. **Hybrid Remote Work:** yes no

From Remote Work Policy: **“Hybrid Work”** means work by a Duke Employee that regularly works (i.e., on a weekly or monthly basis) at both a Remote Work Location and a Primary Duke Worksite.

If yes, Primary Work Location _____

From Remote Work Policy: **“Primary Work Location”** means the Primary Duke Worksite or Remote Work Location where a Duke Employee regularly spends the majority of their time.

6. **Remote Work Expectations**

Examples to consider from Remote Work Policy: Frequency and durations of visits to Primary Duke Worksite? Will there be different expectations during an orientation period? If not in eastern standard time, standard working hours to remain in synch with others? Expected availability via email, telephone or video-conferencing? Expected frequency and duration of check-in with supervisor? Other?

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7. **Remote Work Equipment**

Examples to consider from Remote Work Policy: In general, Duke will provide a Duke issued laptop to each Remote Work Employee. As needed on a case-by-case basis, Duke may provide additional equipment such as a headset, cell phone, computer monitor(s), and a keyboard/mouse or a printer.

Provided by Duke:

Provided by Employee:

8. **Travel and Expense Reimbursement**

From Remote Work Policy: Duke will reimburse a Remote Work Employee for bona-fide business travel and expenses as provided for in the Duke travel policy (<https://finance.duke.edu/travel>). Each Duke Unit should assess and determine what is bona-fide business travel on a case-by-case basis, with reference to applicable Duke Policies and seeking input from central Finance and Human Resources when appropriate. Duke will not pay for or reimburse for the cost of travel when a Remote Work Employee travels a distance that a Duke Unit determines to be a commutable distance to a Primary Duke Site.

9. **Accommodations (if applicable)**

From Remote Work Policy: Remote Work Employees should follow the same process for requesting a reasonable accommodation as do other Duke Employees. Requests must be sent to the Duke [Disability Management System](#) for consideration.

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10. Remote Work Safety Checklist – see [Remote Workspace Safety Checklist](#)

I have reviewed and agree with the Remote Workspace Safety Checklist:

11. Approvals:

Employee Name: _____ Date: _____

Employee Signature: _____

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

Duke Unit Approver: _____ Date: _____

Duke Unit Signature: _____