

The Telecommuter hereby releases the University from liability for the use of off-site workspace or physical conditions associated with the workplace. The University is not responsible for operating costs, home maintenance property or liability insurance, or other incidental expenses (utilities, cleaning services, etc.) associated with telecommuting, the off-site workplace or use of the Telecommuter's home, with the exception of damage resulting from University owned equipment that has been documented as defective and documented as causing the damage.

The Telecommuter agrees to submit to the Appropriate Administrator a completed University Equipment List signed by the Telecommuter and his/her Appropriate Administrator.

Unless the University requires the employee to telecommute, the University will not be responsible for providing or paying for maintenance, travel, and supplies, including, but not limited to the following:

- a. Wireless communication equipment
- b. Furniture or remodeling associated with using a computer from home
- c. Maintenance or repairs of privately owned equipment
- d. Travel expenses associated with commuting to campus/main office
- e. Equipment supplies (should be provided through normal procurement procedures)
- f. Technical and computer personnel support provided at the telecommuting work location (other than normal help desk responses)
- g. Additional equipment or services without prior authorization

The replacement of State owned equipment that is stolen or destroyed, shall be the responsibility of the Telecommuter or his/her homeowners/renters insurance, up to the limits of such policy(s).

The University will pay for charges for business related telephone calls, Internet access and maintenance and repairs for University owned equipment. In order to be eligible for reimbursement, requests for reimbursable expenses must be submitted on a Travel Expense Claim form with supportive documentation including appropriate receipts, bills or other verification of the expense within thirty (30) days after the expense is incurred.

The Telecommuter agrees to surrender all University equipment and/ documents immediately upon request.

This agreement, unless as stated otherwise above, expires one year from the implementation date and must be renewed to continue participation in the University's telecommuting program. The employee understands the University Telecommuting Policy and agrees to abide by the terms as set forth in the policy and agreement, or in any policy superseding this policy that has been initiated through appropriate bargaining unit procedures.

Signed and Agreed by:

Employee Signature:

Date:

Print Name:

Appropriate Administrator Signature: _____

Date:

Print Name:

Associate Vice President/Dean Signature: _____

Date:

Print Name:

Please email completed Telecommuter's Agreement Form to equal-employment@sjsu.edu for final approval by AVP of Human Resources

Approved

Not Approved

AVP Human Resources Signature: _____

Print Name:

Date: