

## ALTERNATIVE WORK ARRANGEMENT EMPLOYEE ACKNOWLEDGEMENT

Employee Name: \_\_\_\_\_

Employee Title: \_\_\_\_\_

Division/College: \_\_\_\_\_

Department: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Type of Alternative Work Arrangement (fully remote or hybrid): \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Proposed work schedule (days and hours/on and off-site): \_\_\_\_\_

Alternative work location contact information (cell phone and address):

\_\_\_\_\_

Is this the employee's residence (yes or no)? \_\_\_\_\_

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## REMOTE WORK GUIDELINES AND EMPLOYEE ACKNOWLEDGMENT

These guidelines provide information regarding expectations when an employee is permitted to work from home or other location away from campus. Please know that these Alternative Work Arrangements are intended to only impact your work location; they are not intended to change the terms and conditions of your employment relationship (or employment contract, where applicable) with the university. If you have questions, please speak with your direct manager/supervisor.

### **Basic Expectations**

1. All duties, obligations, responsibilities to Northeastern University remain unchanged by the alternative work arrangement. All job requirements and performance goals must continue to be met and employees must be available during the assigned business hours for all meetings and communications. It is expected that employees will maintain high standards for work and productivity while working remote.

2. All timekeeping and/or reporting requirements, as well as lunch and break policies, as applicable, will continue to apply. Overtime hours, if applicable, must be approved by your manager in accordance with standard policy.
3. Employees are required to provide their direct manager/supervisor with a phone number where they can be reached during business hours, and must notify their leader immediately of any situation or circumstance that affects their health, safety or welfare, or of any accidents or injuries suffered while working remotely.
4. Employees must continue to adhere to all university policies and procedures while working remote, including but not limited to policies concerning standards of conduct and performance, as well as information technology and acceptable use policies. For specific policy information, please visit the [Policies | Northeastern University Policies](#) site for detailed policies.
5. Employees are expected to maintain a safe and secure work environment, and to take steps to assure that suitable workspace is available that can be kept private to avoid exposure of university information to household members, guests or others who may enter the home.
6. All use of Northeastern University provided equipment and supplies located in any remote work site are for employees only, for business purposes.
7. Tax and other legal implications for the business use of the employee's work site are based on IRS and state and local government restrictions (***or other appropriate government restrictions as dictated by Country/Provincial regulations for our global network employees***).

All applicable taxes (including state and federal income tax and Social Security taxes) will be withheld in accordance with applicable guidelines based on employment at Northeastern University. Employees understand that they are responsible for tax consequences and other legal implications that may occur, including local zoning restrictions.

## EMPLOYEE ACKNOWLEDGEMENT

I have read and understand these guidelines and agree to comply with all expectations and requirements outlined above. I represent that my alternative worksite complies with all safety, privacy, and other requirements of the university.

I understand and agree that my failure to comply with the requirements set forth above could result in the termination of my alternative work arrangement, and furthermore, I understand that this

arrangement does not give me any contractual entitlement to remote work, and that the university may change or withdraw this arrangement at any time.

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

**ADDITIONAL COMMENTS:**

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**APPROVALS:**

Manager Signature/Date Signed:

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