



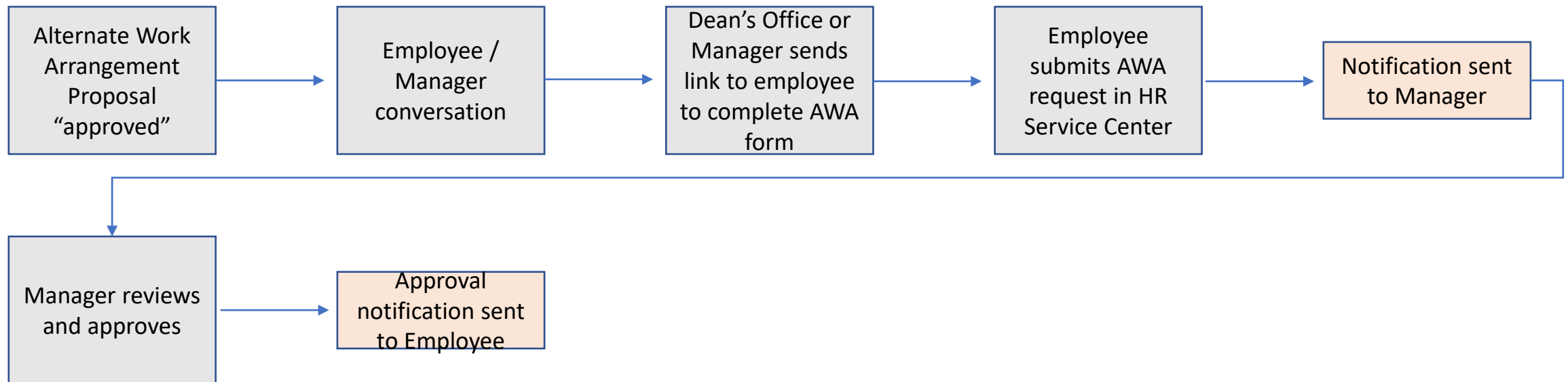
Northeastern University
Human Resources

Alternative Work Arrangement (AWA) Form Automation

Background/Requirements

- Alternative Work Arrangement (AWA) employee acknowledgement is currently processed using a PDF form.
- Collecting the PDFs is unnecessarily time consuming, with no back-end reporting available.
- Form requirements:
 - Employee initiates online request using link sent by Dean's office/Manager after AWA proposal is approved
 - Employee acknowledgment and manager approval via workflow
 - Reporting includes employee and schedule detail, manager approvals

Request Process



AWA – Employee Acknowledgement

Alternate Work Arrangement

Alternate Work Arrangement

*Employee Name
Luzi, Danielle

*Employee Title
Manager - HRIT Support & Services

*Division/College:
DIV11

*Department
Human Resources Management

*Manager Name
Scharnagle, Michelle

*Type of Alternative Work Arrangement (fully remote or hybrid)
Hybrid

*Proposed Start Date
07/19/2021

Proposed End Date
12/31/2021

*Proposed work schedule (please include full work schedule for on and off site)
Monday - Thursday: Remote
Friday - On Campus

- Includes notice for employee to have a conversation with their manager first
- Can request on an employee's behalf
- Proposed end date for those that want to renew based on defined frequency (e.g. by semester)



Northeastern University
Human Resources

AWA – Employee Acknowledgement (cont'd)

Remote Work Guidelines



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

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.

1. 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.
2. 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.
3. 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.
4. 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.
5. All use of Northeastern University provided equipment and supplies located in any remote work site are for employees only, for business purposes.
6. 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.

- ☐ 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 must read through guidelines
- Employee acknowledges by checking agreement and submitting form

AWA – Manager Approval

- Manager reviews request and approves (or rejects)
- Upon approval, employee receives notification

Tasks Assigned to Me

Open	Completed
Approve Request Alternate Work Arrangement case for Luzi, Danielle Overdue 1 day	<div><div>Approve Request</div><div>Alternate Work Arrangement case for Luzi, Danielle</div><div>HRC0033647 Due today</div><div>Do you want to approve the following: Alternate Work Arrangement case for Luzi, Danielle?</div><div>If you are rejecting the request, provide the reason here.</div><div><div>Reject</div><div>Approve</div></div></div>
Approve Request Alternate Work Arrangement case for Luzi, Danielle Overdue 1 day	
Approve Request Alternate Work Arrangement case for Luzi, Danielle Due today	

Reports

- Reports will be provided by HRIT
 - Employees on AWA
 - Requests pending Manager approval

Next Steps

-
- 1) Determine members of AWA security group
 - 2) Communicate new process and form