

CIRES Remote Work Agreement

for work conducted at home or another off-site location, for a specified number of hours per week or month, on a consistent basis

Employee Name:	CIRES Unit:
Employee ID:	CIRES Supervisor Name:
Begin Date of Agreement:	End Date of Agreement:
Why is the employee working remotely for CIRES?	Business or Research / Personal
Is the employee Research staff or Administration?	Research / Administration
Will the employee need to travel to Boulder, CO for team or project meetings? If yes, how often?	Yes / No
Description of Remote Work Arrangement: (e.g. Employee will work remotely one day per month; Employee will be working full-time from a remote work location; etc.)	
Proposed work hours:	

This agreement is made with the understanding that the remote work arrangement will not adversely affect the work quality or productivity of the employee or negatively affect the Cooperative Institute or Research in Environmental Sciences (CIRES). Employee remains committed to adhering to the guiding and operating principles set forth in Appendix B. Employee remains obligated to comply with all federal, state and university laws, rules, policies, and instructions. Employee understands and agrees that s/he has no right to continue this remote work arrangement, and CIRES, at its discretion, may alter or terminate the remote work arrangement at any time.

I have read the policy, understand it, and agree to the conditions in this Flexible Work Arrangement Agreement Form.

_____ Employee Name (printed)	_____ Employee Signature	_____ Date
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_____ Supervisor Name (printed)	_____ Supervisor Signature	_____ Date
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_____ CIRES Director Name (printed)	_____ CIRES Director Signature	_____ Date
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Appendix A: Remote Work Arrangement

Remote work location (address):	
This location is (select one):	Employee Residence / Off-site location determined by CIRES or CU Boulder / Other (Please describe):
Alternative Phone Number to be used while working remotely:	
Indicate which email address will be used when working remotely (must be either noaa.gov or colorado.edu):	
If working remotely for personal reasons, provide the non-sponsored funding source/speedtype for business travel:	

TERMS OF AGREEMENT

Work Responsibilities

- I. Remote work arrangements are not an option for all positions, and they are a privilege not a right. Such arrangements may be discontinued or altered by the supervisor and/or CIRES Director for any reason at any time.
- II. The duties, responsibilities, and conditions of employment remain unchanged. The employee must comply with all university and CIRES policies and procedures while working off-site.
- III. Salary and benefits remain unchanged.
- IV. Workers compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Workers Compensation law. The employee must report any such work-related injuries to their supervisor immediately. CIRES is not responsible for injuries or property damage unrelated to such work activities that might occur in the remote work setting.
- V. For non-exempt staff, overtime compensation is based on hours worked and vacation and health and personal leave are based on hours paid during the remote work arrangement as per existing University of Colorado Boulder procedural language. Very few CIRES employees are non-exempt; check with CIRES HR if you do not know your status.
- VI. The off-site work schedule must be detailed in this agreement. If the staff member needs to change his or her schedule, he or she agrees to obtain advance written approval from the supervisor.

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Workspace Requirements

- I. If the employee is working remotely from their residence, the employee is responsible for providing a designated workspace that is safe, clear of hazards and distractions, and ensures adequate safekeeping of CIRES equipment, software, data, and supplies.
- II. The employee is responsible for operating costs (e.g. internet access, phone, etc.), home maintenance, and any other cost associated with the use of the home as a remote work location. CU Boulder will not reimburse the cost of off-site related expenses such as telecommunications equipment, residential insurance and utility costs that are incurred by the employee.

Equipment, Software, Data, and Supplies

- I. CIRES is not obligated to provide equipment, software, data, and supplies (such as ink, toner, and paper); provision of such resources is at the discretion of the supervisor.
- II. Equipment, software, data, and supplies provided by CIRES are intended for official university business and not for personal use. All equipment must be returned to CIRES at the employee's termination or upon request by CIRES. Employees should have no expectation of privacy on university owned computers and equipment.
- III. Costs incurred from damages or losses resulting from normal use, wear, and tear of CIRES equipment, software, data, or supplies provided by CIRES may be covered by CIRES funds. If the need for maintenance or repair costs arises from normal use, wear, and tear, the employee will work with their supervisor and CIRES finance office to identify the speedtype(s) to be used to support such costs.
- IV. Teleworkers using CIRES equipment at a remote work location must bring the equipment to CIRES for maintenance or repair.
- V. Costs incurred from damages or losses resulting from employee negligence, improper care, or storage of CIRES equipment, software, data, or supplies provided by CIRES are the responsibility of the employee. The employee must report these losses immediately to their supervisor and CIRES finance office.
- VI. The employee must have and maintain online connectivity and be accessible by phone and email during work hours.
- VII. The employee is responsible for maintaining the security and confidentiality of CIRES files, data, and other information located at the remote work location. Employee must review CU's [Guidelines for Computer Users](#).
- VIII. All requests for purchases, delivery and installation of IT supplies, computers, hardware or software must be coordinated with CIRES IT.

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VIII. Employees must use their colorado.edu or noaa.gov address for official business.

Travel Costs – Employees Working Remotely for Personal Reasons

- I. Travel cost reimbursement to Boulder, CO, for team or project meetings is only allowed with the explicit approval of the supervisor. Generally, in cases for which reimbursement is approved, it is expected that these travel costs would be supported by a non-sponsored project speedtype. If it is reasonable and necessary, these costs may be assigned to a sponsored project speedtype with justification from the supervisor.
- II. The employee must obtain comparison quotes for travel to team, project meetings, or research sites in locations other than Boulder, CO. The employee must provide quotes showing the cost of travel departing from/returning to Boulder, CO (the standard worksite) in comparison with the cost of travel departing from/returning to their remote work location. The employee can only claim reimbursement up to the amount quoted for business travel departing from and returning to Boulder, CO.

Travel Costs – Employees Working Remotely for Business or Research Reasons

- I. The employee is allowed to travel to Boulder, CO or other locations for team or project meetings or research sites without specific approval from the supervisor. The employee should follow all CIRES and university travel policies and should consult with their Finance Manager on determining the appropriate speedtype(s) for supporting their travel costs.

Special Provisions (if applicable)

- I. Remote work is not to be regarded as a substitute for ongoing care of children, adults, or pets. At the discretion of the supervisor and/or CIRES Director, the employee should provide a general description of caregiving arrangements during their remote work hours.
- II. Work from home is not intended to be way to reduce overhead on grants: The Facilities & Administration rate applied to any proposal will be based on the primary location of the performance of a majority of the project work, per the Office of Contracts and Grants procedures.

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Appendix B: Guiding and Operating Principles

Employees are expected to continue to adhere to the following CIRES guiding and operating principles as part of this agreement.

Guiding Principles

- Working as part of a team.
- Focusing on problem-solving.
- Taking pride in work.
- Supporting the efforts of colleagues.
- Continuously looking for ways to improve processes and interactions by considering how you and your team can contribute to CIRES's success.

Operating Principles

Accessibility

- Business Hours of CIRES are from 8am-5pm MT (summer hours may shift to 7:30am-4:30pm).
- Core business hours are from 9am-4pm MT.
- Coverage is planned and communicated to your supervisor when you are absent.
- Being accessible is not the same as being on the job; an employee is expected to make their whereabouts/activities known during work hours and maintain an appropriate level of responsiveness.

Focus on how you can do better, not the performance of others.

Communicate respectfully.

Respect confidentiality.

Continually strive for excellence.

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Appendix C: Supervisor Review and Assessment

- Supervisors are expected to thoughtfully review remote work arrangement requests and to continually assess benefits and costs to the university and CIRES. Those institutions' needs take first priority in evaluating a flexible work arrangement proposal. Alternative arrangements must not adversely affect the delivery of customer service, employee productivity, or the progress of individual or team assignments.

Position eligibility will be evaluated based on such factors such as (but not limited to) project deliverables, need for in-person collaborations, types of tasks performed, task interdependence, operational and staffing needs of the team, and customer service needs (administrative staff).

Performance criteria to be considered include, but are not limited to:

- Expertise and technological skills
- Conscientiousness about work time and productivity
- Limited need for feedback and the willingness to ask for feedback if necessary
- Self-motivation, discipline, and ability to manage distractions
- Ability to set priorities, meet deadlines, and adapt to changing routines
- Off-site work environment that is conducive to a remote work arrangement will also be considered

Supervisors and employees should review work arrangements at least every six months and make necessary adjustments. Any remote work arrangement may be withdrawn at any time by the employee, supervisor, or director. Changes, with explanations, will be made electronically via InsideCIRES.

Appendix D: CIRES Administration Review

Routing: The employee is responsible for completing this form and submitting it to their supervisor. The supervisor is responsible for reviewing, signing and submitting this form on InsideCIRES (application to be created by CIRES IT). Once the document has been reviewed by the units identified below, a confirmation message will be sent to the employee and supervisor acknowledging the agreement is in effect.

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Administrative Team	Comments	Approval
Associate Director for Science Verification that the work arrangement meets science needs including collaboration		
Human Resources (HR) Verification of appropriate supervision structure, contact information and compliance		
Information Technology (IT) Verification of accessibility to technology and technology assets		
Finance Verification of on-campus vs off-campus IDC rate for proposals		
Facilities Verification of space allocation changes and voice communication changes		
Message Center Verification that communications both physical and electronic are routed properly		