



University	Department Name
Supervisor Name	Employee Name

Remote Work Expectations Worksheet

This worksheet is not required for implementing a remote work agreement. It is an optional form designed to help supervisors and employees to understand shared expectations of performance under a remote work arrangement.

While the supervisor may complete this worksheet, both the employee and supervisor should contribute to its contents, discuss the items, and agree to these expectations.

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Section A. Remote Work Arrangement Duration and Location

1. What is the beginning date of the remote work arrangement?
2. How long is this arrangement expected to last?

Indefinitely

Approximately this amount of time:

Specific end date:

3. How frequently will this remote work arrangement be reviewed to determine if it should continue?

4. It is understood that flexibility is required in order to adequately meet the needs of the department and team members. With this in mind, please list the days and hours that will normally be worked at the remote location.

5. List any other expectations in regards to duration of the agreement or work schedule.

Section B. Equipment at Remote Work Location

NOTE: It is the responsibility of the employee to provide an adequate work space at the remote location. Please see [R04.01.051.A.2.a](#) for more information.

6. The following items will be provided by the university for use at the remote work location at the discretion of the department.

- Desktop / laptop
- Monitor(s), indicate number of monitors #
- Printer
- Scanner
- Ergonomic Chair
- Other

7. Shipping of equipment to remote work location will be done by:

8. Shipping of university-owned equipment from the remote work location to the university upon completion of the remote work arrangement will be done by:

9. Employee will remain in contact with peers, teams and customers by (check all that apply):

- Engaging in chat rooms
- Regularly monitor department communications channel (e.g. Slack, Google, Teams)

15. List any other expectations in regards to employee performance.

Section D. Expectations of Supervisor Support

16. Supervisor will remain in contact with team members by (check all that apply):

Engaging in chat rooms

Regularly monitor department communications channels (e.g. Slack, Google, Teams, etc.)

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20. Explain how you, as the team supervisor, will ensure that the remote worker feels connected to the team, in order to feel included and to keep up team morale.

21. List any other expectations in regards to supervisor support.

Completed by the following on the indicated date.

Employee Signature _____

Date_____