



## University of Maryland Libraries

### ***LIBRARY TELEWORKING AGREEMENT***

This agreement will begin on \_\_\_\_\_ and is authorized until \_\_\_\_\_, is between \_\_\_\_\_ (hereinafter referred to as “Employee”), and the University of Maryland Libraries. The parties agree as follows:

#### **Scope of Agreement**

Employee agrees that teleworking is voluntary and may be terminated, by either the Employee or the Library with or without cause.

Other than those duties and obligations expressly imposed on Employee under this agreement, the duties, obligations, responsibilities and conditions of Employee’s employment with the Library remains unchanged. Employee’s salary and participation in the pension, benefit, and University/State sponsored insurance plans shall remain unchanged.

The terms “remote work location” or “remote workplace” shall mean Employee’s residence or any remote office location approved by Library. The term “office” shall mean Employee’s usual and customary Library work address.

This agreement shall be construed, interpreted, and enforced according to the laws of the State of Maryland.

#### **Term of Agreement**

This Agreement shall become effective for the period indicated above, and shall remain in full force and effect as long as Employee teleworks.

#### **Termination of Agreement**

Employee’s participation as a teleworker is entirely voluntary and is available only as long as Employee is deemed eligible at Library’s sole discretion. There exists no right to telework. Either party may terminate Employee’s participation as a teleworker, with or without cause, upon reasonable notice thereof, in writing, to the other. The Library will not be held responsible for costs, damages or losses resulting from cessation of participation as a teleworker. This writing is not a contract of employment and may not be construed as one.

### **Compensation and Leave**

Employee agrees to work hours that will conform to the Library's work hours.

Employee agrees to obtain advance supervisory approval before performing overtime work and before taking leave. Working overtime without such approval may result in termination of the teleworking privilege and/or other appropriate action.

### **Work Schedule and Work Status**

Employee agrees to the work schedule as designated in the attached Work Schedule. Any changes to Employee's Work Schedule must be pre-approved by Employee's supervisor. Employee agrees to maintain contact with the office as specified in the Work Schedule.

Employee agrees to perform only official duties and not to conduct personal business while on work status at the remote work location. Personal business includes, but is not limited, to caring for dependents or making home repairs.

Employee agrees not to conduct any work-related meetings at the remote work location if that remote work location is the employee's home.

### **Work Performance**

Employee agrees to provide regular reports if required by the supervisor to help judge work performance. Employee understands that a decline in work performance may result in termination of this agreement by the Library.

### **Standards of Conduct**

Employee agrees to be bound by the Library: regulations, policies, and procedures while working at the remote workplace. Violation of the foregoing may result in termination of this agreement and the teleworking privilege.

### **Library Equipment**

Employee agrees that use of equipment, software, data supplies and furniture, provided by Library for use at the remote work location is limited to authorized persons and for purposes related to work.

Library, at its sole discretion, may choose to purchase equipment and related supplies for use by Employee while teleworking or permit the use of Employee-owned equipment. The decision as to the type, nature, function and/or quality of electronic hardware (including, but not limited to, computers, video display terminals, printers, modems, data processors and other terminal equipment), computer software, data and telecommunications equipment (i.e. phone lines) shall rest entirely with Library. The decision to remove or discontinue use of such equipment, data and/or software shall rest entirely with Library. Equipment purchased for use by Employee shall remain the property of Library. Library does not assume liability for loss, damages or wear of Employee-owned equipment. Employee is responsible for installation, service, and maintenance of any Employee-owned equipment used.

In the event legal action is necessary to remain possession of Library-owned equipment, software data and/or supplies, Employee agrees to pay all costs incurred by Library, including reasonable attorney fees.

In the event of Library equipment failure or malfunction, Employee agrees to immediately notify Library in order to effect immediate repair or replacement of such equipment. In the event of delay in repair or replacement, or because of other circumstance, which make it impossible for employee to telework, Employee understands that Employee may be assigned to do other work and/or assigned to another location, at library's sole discretion.

Furniture, lighting, household safety equipment, incidental to use of Library-owned equipment, software and supplies shall be appropriate for their intended use and shall be used and maintained in a safe condition, free from defects and hazards.

Employee agrees to take all reasonable precautions, including but not limited to, scanning all computer equipment and software for viruses prior to use, installation and/or transmission, to prevent the transmission of viruses, unauthorized software or code to any computer owned by Library or onto the Library's Local Access Network (LAN).

### **Supplies**

Employee may be permitted to obtain from the Library Department supplies needed for work at the remote workplace and understands that out-of-pocket expenses for supplies regularly available at the central workplace will not be reimbursed unless previously approved by Library.

### **Remote Workplace and Work Space**

Employee agrees to designate a workspace within Employee's remote work location for placement and installation of equipment. The workspace must be adequate for performance of the Employee's official duties. Employee shall maintain this workspace in a safe condition, free from hazards and other dangers to Employee and equipment. The site chosen as Employee's remote workplace must be approved by Library.

### **Inspections**

Employee agrees that the Library may make on-site visits to the remote work location for the purpose of determining that the site is safe and free from hazards, and to maintain, repair, inspect or retrieve Library-owned equipment, software, data and/or supplies. Library must provide Employee with at least 24 hours notice of an inspection and make inspections only during normal working hours.

### **Reimbursement**

Employee agrees that the Library will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities, insurance) whatsoever, associated with the use of the employee's residence or computer equipment. Library

will reimburse Employee for expenses authorized by Employee's supervisor and incurred while conducting business for Library.

**Liability for Injuries**

Employee understands that Employee is covered under the Maryland Workers' Compensation law if injured in the course of actually performing official duties at the central office workplace or at the remote workplace. Employee agrees to notify the Employee's supervisor immediately of any accident or injury that occurs at the remote workplace and to complete any required forms.

Employee understands that the State will not be liable for damages to Employee's personal or real property while Employee is working at the remote work location, except to the extent adjudicated to be liable under Maryland Law.

**Security of Confidential Information**

Employee agrees that all Library-owned data, software, equipment, facilities and supplies must be properly protected and secured. Library-owned data, software, equipment, facilities and supplies must not be used to create Employee-owned software or personal data. Employee will comply with all Library policies and instructions regarding security of confidential information. Any software, products or data created as a result of work-related activities are owned by Library and must be produced in the approved format and medium.

**Disclosure**

Employee agrees to protect Library records from unauthorized disclosure or damage and will comply with all requirements of law regarding disclosure of Library information.

**Other Action**

Nothing in this agreement precludes the Library from taking any appropriate disciplinary or adverse action against the Employee if the Employee fails to comply with the provisions of this agreement.

**Miscellaneous Conditions**

Employee agrees to participate in all studies, inquiries, reports or analyses relating to teleworking for Library and understands that such studies and reports are public information. The release of such information shall not be inconsistent with existing laws or regulations regarding public information.

I affirm by my signature below that I have read this agreement and understand its subject matter,

\_\_\_\_\_  
Teleworker

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

