

**ALTERNATIVE WORK ARRANGEMENT AGREEMENT - TELECOMMUTING**

\_\_\_\_\_ (“Employee”) and the Stevens Institute of Technology (“Stevens” or the “University”) mutually agree that Employee will begin a Telecommuting alternative work arrangement (the “Alternative Work Arrangement”) effective on \_\_\_\_\_ pursuant to this Agreement (the “Agreement”).

**1. Participation.** Employee recognizes that this Alternative Work Arrangement is not an entitlement but rather is an optional method that the University may approve to better accomplish the University’s activities. This Alternative Work Arrangement is granted in the discretion of Employee’s supervisor, the Vice President overseeing the department in which Employee works, and the Vice President for Human Resources. This Alternative Work Arrangement may be reassessed, modified, and ended at any time and for any reason. This Agreement does not constitute and will not be construed as a contract of employment. Employee’s employment relationship with the University remains “at-will.”

**2. Description of the Alternative Work Arrangement.**

(a) Employee’s regular workplace is at Stevens’ campus in Hoboken, New Jersey. Stevens and Employee agree that Employee is permitted to work from the following alternative workplace:

- [ ] the employee’s residence at \_\_\_\_\_
- [ ] the alternative workplace at \_\_\_\_\_

(b) Employee is permitted to work at the alternative workplace at the following times:

(c) Employee understands and agrees that Employee is expected to work the schedule and hours and in the location specified above. Deviations from Employee’s scheduled hours must be discussed with Employee’s supervisor and recorded.

**3. Salary and Benefits.** Employee understands and agrees that this Alternative Work Arrangement does not affect Employee’s salary or benefits. Employee is responsible for determining tax implications, if any, of the telecommuting arrangement. Stevens will withhold applicable taxes based on the location of Stevens’ campus in Hoboken, New Jersey, not the location from which Employee telecommutes.

**4. Application of University Policies, Procedures and Rules.**

(a) Employee understands and agrees that this Alternative Work Arrangement is subject to the University’s “Policy on Alternative Work Arrangements for Administrative Staff,” as modified from time to time.

(b) Employee understands and agrees that this Alternative Work Arrangement is not intended to supersede or override Stevens’ policies, procedures, rules, or standards of conduct. Employee agrees to adhere to all applicable University policies, procedures, rules, and standards of conduct.

(c) If Employee is a non-exempt employee, Employee understands and agrees that Employee may not work overtime hours unless specifically authorized in writing by Employee’s supervisor in advance.

5. **Technological Capabilities**. Employee understands and agrees that Employee is expected to maintain an appropriate level of connectivity and technological capability.

In particular, employee is required to:

The University is providing the following equipment to be used for work purposes at the alternative workplace:

6. **Entire Agreement**

This Agreement is the entire agreement with respect to the subject-matter addressed herein. This Agreement takes precedence over any prior discussions Employee has had with any Stevens’ personnel with respect to the topics addressed in this Agreement.

I have read both this Agreement and Stevens’ “Policy on Alternative Work Arrangements for Administrative Staff” and agree to comply with all requirements set forth in both documents.

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

Print Name of Employee:

**Acknowledged By:**

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

Name of Supervisor:

Title:

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

Name of Vice President:

Title:

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

Print Name:

Vice President for Human Resources