

PANDEMIC-ASSOCIATED TELEWORKING AGREEMENT

In order to contain the spread of COVID-19, you have been designated as an employee who has been approved to telework from home. This Pandemic-Associated Teleworking Agreement (“Agreement”) shall remain in place until you are directed to return to your normal worksite.

It is the intent of Morgan to protect its student, faculty and staff by implementing social distancing to prevent the spread of COVID-19. Morgan State University has implemented online instruction as other colleges and universities have to prevent the spread of the virus. Normally, telework may not be used to supplement or supplant childcare. However, during this period of mandatory telework, there will be flexibility to allow employees to telework while also having children or other individuals at home who may require their care and attention.

The intent of this Agreement is to outline your responsibilities and to set your work schedule during this period of teleworking.

- Regular – Normal work hours of _____ to _____
- Days to Telework _____
- Flexible - 8 hours will be worked each day, but work time may occur anytime between 12 a.m. (midnight) and 11:50 p.m. because children or other adults may be at home that require the employee's care and attention. Note: Shift differential pay will not be paid to an employee who chooses to work a flexible schedule pursuant to this Agreement.

You must remain accessible to your supervisor by telephone and email during your normal work hours. Additionally, changes to your work schedule must be pre-approved by your supervisor.

While teleworking, you are bound by all applicable Morgan policies and procedures. You must enter your work time by using the Banner (Websis) timekeeping system. Unless leave has been approved, you may perform only official duties and must refrain from conducting personal business while teleworking.

All normal policies associated with leave usage remain in place. If you are unable to work, you must request and be approved for leave. If you become sick while teleworking and your illness prevents you from working, you may use sick leave. If you become sick, but you wish to work, you may continue to do so while teleworking to the extent that you are able.

Regardless of your schedule, this temporary teleworking arrangement requires you to:

1. Regularly check voicemails and timely respond to messages and emails while teleworking.
2. Maintain the security of confidential or sensitive information and protect Morgan’s records from unauthorized disclosure.
3. Report on the work performed at the end of each telework day by emailing your supervisor. This email may be used in place of the Telework Work Plan during the period covered by this Agreement.

Revocation of telework privileges may occur at the discretion of the supervisor, Director, Vice President or designee if an Employee fails to comply with Morgan’s Telework Policy, Temporary Guidelines, or this Agreement. Nothing in this Agreement precludes Morgan from taking any appropriate action, up to and including termination, against an Employee for failing to comply with the provisions of the Telework Policy or this Agreement.

Current Contact Information

(Address)_____

(Home Telephone No.)_____ (Cell No.)_____

Employee’s Name

Employee’s Signature

Date

Supervisor’s Name

Supervisor’s Signature

Date