

Pittsburg State University
Remote Work Agreement

I, the undersigned employee, understands and agrees that my employment will be based on this alternative work arrangement approved for my Satellite Work Location located at address provided on electronic Request Form.

1. I acknowledge and agree to the following:
 - This alternative work arrangement is a privilege and not a right; and
 - The University can withdraw permission to this alternative work arrangement at any time at its sole discretion; and
 - The University can amend and modify this agreement by providing me at least five (5) calendar days' notice unless there are exigent circumstances.
2. I understand that regardless of the type of arrangement under which I am working, my supervisor, university administration (President, Human Resources, General Counsel, etc.), or Department head may require me to be in the office or other necessary university location at times when I would normally be at my Satellite Work Location. In such circumstances, I understand and agree to be present at the requested location and time.
3. I further understand and agree that I must perform the full and unrestricted duties of my job while working at my Satellite Work Location.
4. I understand that employees who work Fully Remote, Hybrid, or Internationally will not receive inclement weather leave due to campus closure unless the employee was scheduled to work at a closed campus facility.
5. I further understand and agree to follow all current university policies and procedures as well as any Department procedures.
6. I further understand that the attached Alternative Work Plan is made part of this agreement herein by reference, and I agree to abide by the plan.
7. I understand that I am responsible for any university equipment assigned to me, including safeguarding university equipment and confidential information. University property remains the sole property of the university and may be used only for business purposes and must be returned to the university upon request.

[Employee Signature: Agreed to when Employee Initiates of Online Remote Work Request Form.]