

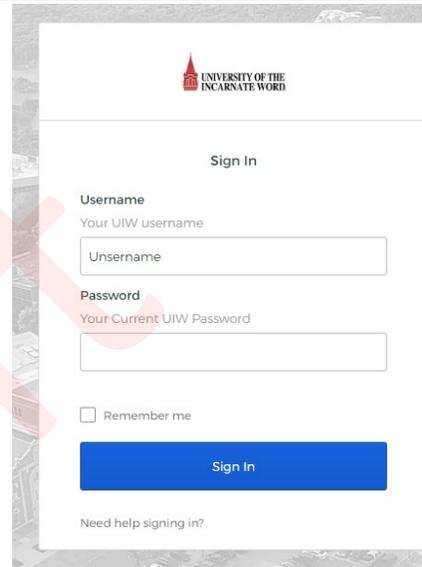
Temporary Remote Work Agreement Workflow Process

The **Temporary Remote Work Agreement** is available as a Workflow in Adobe Sign. The instructions below provide steps for the employee, supervisor, and department head. The employee who will work remotely initiates the workflow (**Section One**). To sign the agreement the supervisor will follow steps in **Section Two** and the department head will follow steps in **Section Three**. The workflow is designed to send to the final signed agreement to Human Resources for placement in the employee personnel file. Please note the **special instructions** on page 4 if the supervisor and department head are the same.

Section One: Remote Employee Process

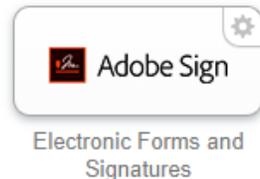
Step 1

The **Temporary Remote Work Agreement** is available as a workflow in Adobe Sign. The employee who will work remotely should initiate the workflow. To access Adobe Sign, the employee needs to log into Cardinal Apps.



Step 2

Once signed into Cardinal Aps select the **Adobe Sign** icon.

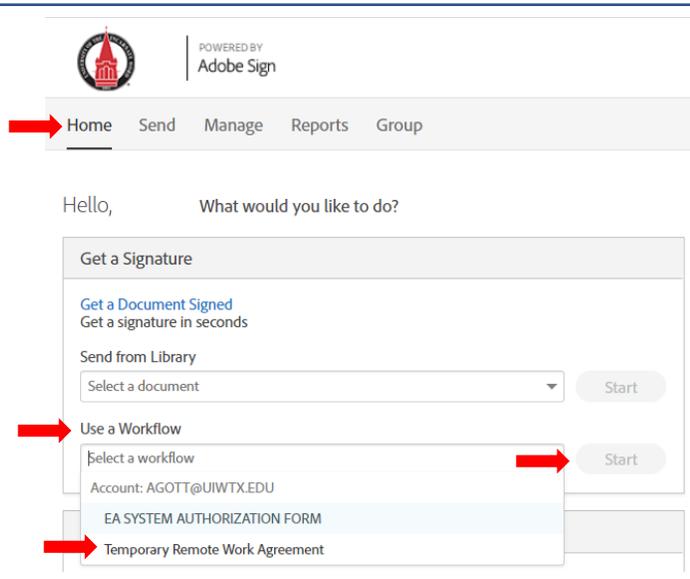


Step 3

Once Adobe Sign launches select the **Home** button in the top left-hand corner.

Under the **Get a Signature** section, select the **Temporary Remote Work Agreement** from the **Use a Workflow** dropdown menu.

Select the **Start** button.



Step 4

The employee who will work remotely inserts his/her email under **Employee Working Remotely**.

The employee inserts his/her supervisor email under **Supervisor Signature** field.

The employee inserts the department head/director email under the **Department Director Signature** field.

Human Resources will always act as the receiver for this workflow and the email is prepopulated.

Additional messaging may be added under the Message section.

Once all fields are complete, select the **Send** button at the bottom. Once the button is selected the employee will have the opportunity to complete and sign the form.

Temporary Remote Work Agreement

Recipients

Employee Working Remotely *

Supervisor Signature *

Department Director Signature *

Human Resources *

Document Name *

Message *

Options

Files

Document * Temporary Remote Work Agreement

Send

Step 5

The employee who will work remotely completes the six fields on the agreement; department name, employee name, agreement start date, employees remote schedule, remote work location, and employees phone number.

I. General Work Arrangement

1. This is an agreement between [] ("the department") and [] ("Employee") to establish the terms and conditions for temporarily performing work at an alternate work site with the following frequency (e.g. daily each week, on the same day every week, or on some routine basis).

2. This agreement begins on []. You understand that this Agreement to permit you to work remotely is a temporary measure only, and will be reviewed continuously during the period in which UIW encourages social distancing as a measure intended to minimize the spread of the current health situation. Accordingly, UIW may alter this schedule or end the Temporary Remote Work Agreement at any time at its discretion.

3. This Agreement will remain in effect unless altered or terminated at any time as described in paragraph 2 above.

4. The following conditions apply:

a. Employee's remote schedule is [specify days and hours. If it varies, please include those details].

b. Employee's regular remote work site location is []

c. Employee's regular phone number is []

Step 6

Once page one is complete, and the employee has read the agreement in its entirety, the employee will sign the form at the bottom of page two.

Once all required fields are complete a **Submit** button will appear at the bottom of the screen. Select the **Submit** button.

The employee will receive a success message and the agreement is sent to the supervisor for signature.

I hereby affirm by my signature that I have read this Temporary Remote Work Agreement and understand and agree to all of its provisions.

Employee Printed Name Here Employee Signature Date

Supervisor Printed Name Supervisor Signature Date

Department Head Printed Name & Title Department Head Signature Date

Please send this signed agreement to the Human Resources Office for placement in Employee's personnel file. The employee and the supervisor should each keep a copy of this agreement for future reference.

2

I agree to the Terms of Use and Consumer Disclosure of this document

Submit

Section Two: Supervisor Process

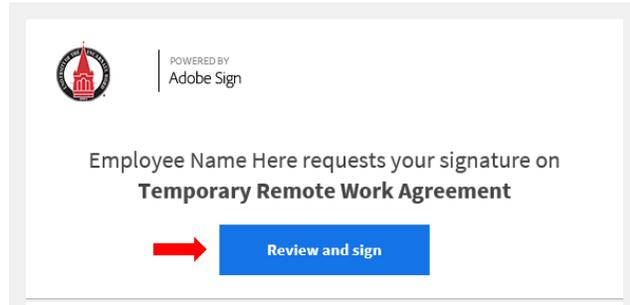
Step 1

Once the remote employee completes and signs the agreement, the supervisor will receive an email requesting review and signature (see image for email sample). Click the **Review and Sign** button/link.

Employee Name Here has filled Temporary Remote Work Agreement

AS Adobe Sian <echosian@echosian.com>
To Supervisor Name Here

Reply



Step 2

Adobe Sign will launch with the agreement prepopulated with all information entered by the remote employee. After reviewing the form for accuracy, the supervisor will enter his/her printed name and signature on the form at the bottom of page two.

Once all required fields are complete a **Submit** button will appear at the bottom of the screen. Select the **Submit** button.

The supervisor will receive a success message and the agreement is sent to the department head/director for signature.

I hereby affirm by my signature that I have read this Temporary Remote Work Agreement and understand and agree to all of its provisions.

Employee Printed Name Here	<i>Employee Signature</i>	Mar 30, 2020
Employee Printed Name	Employee Signature	Date
Supervisor Printed Name	<i>Supervisor Signature</i>	Mar 30, 2020
Supervisor Printed Name	Supervisor Signature	Date
Department Head Printed Name & Title	Department Head Signature	Date

Please send this signed agreement to the Human Resources Office for placement in Employee's personnel file. The employee and the supervisor should each keep a copy of this agreement for future reference.

2

I agree to the Terms of Use and Consumer Disclosure of this document

Click to Sign

Section Three: Department Head Process

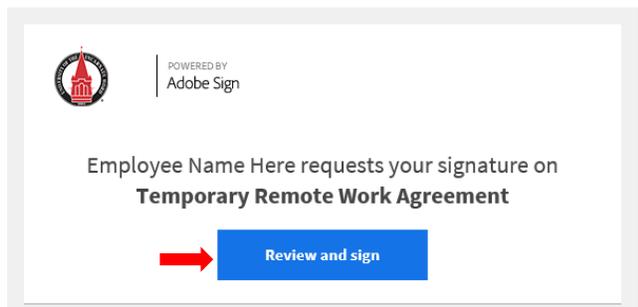
Step 1

Once the supervisor signs the agreement, the department head/director will receive an email requesting review and signature (see image for email sample). Click the **Review and Sign** button/link.

Employee Name Here has filled Temporary Remote Work Agreement

AS Adobe Sian <echosian@echosian.com>
To Department Head Name Here

Reply



Step 2

Adobe Sign will launch with the agreement prepopulated with all information entered by the remote employee and supervisors' signature. After reviewing the form for accuracy, the department head/director will enter his/her printed name and signature on the form at the bottom of page two.

Once all required fields are complete a **Submit** button will appear at the bottom of the screen. Select the **Submit** button.

The department head/director will receive a success message and the agreement is sent to Human Resources for placement in the employee file.

I hereby affirm by my signature that I have read this Temporary Remote Work Agreement and understand and agree to all of its provisions.

Employee Printed Name Here	<i>Employee Signature</i> <small>Employee Signature (Mar 30, 2020)</small>	Mar 30, 2020
Employee Printed Name	Employee Signature	Date
Supervisor Printed Name	<i>Supervisor Signature</i> <small>Supervisor Signature (Mar 30, 2020)</small>	Mar 30, 2020
Supervisor Printed Name	Supervisor Signature	Date
Department Head Printed Name & Title	Department Head Signature	Date

Please send this signed agreement to the Human Resources Office for placement in Employee's personnel file. The employee and the supervisor should each keep a copy of this agreement for future reference.

2

I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document

Click to Sign

Special Instructions: Supervisor and Department Head the same

If you are the supervisor and the department head for the remote employee, you must sign out of Adobe Sign after you sign and submit as the supervisor.

You must then use the email link received as the department head/director to sign and submit the agreement as the department head/director.

Supervisor Name

My Profile

Quick Start Guide

Sign Out

Waiting For Me

2 waiting for me to sign

1 waiting for me to fill

See All

See All

If you do not sign out, you will receive the message displayed below. If you receive this message, click the **Sign Out** button and click the emailed link once more.

You are currently logged in as hdhamilt@uiwtx.edu. In order to view your document, please logout of this account.

Sign Out