

OVCRGE Remote Work Agreement Application Process

Please follow [these instructions](#) provided by OHR to access the Remote Work Agreement form. Once you are in the form itself, you will be prompted to complete several fields of information. Some fields are self explanatory while others require additional information. Please use the below guide to assist you in completing these required sections.

Remote Work Location(s) and Agreement Duration

Please complete the information requested. If you intend to enter more than one remote work location, please contact your manager to let them know prior to submission.

*Agreement Start Date



Enter a start date of 7/1/2023

*Agreement End/Review Date



Enter an Agreement Review Date of 6/30/2024

Schedule

Schedule

Choose the arrangement below which best reflects your job and agreed upon schedule, or as directed by your supervisor.

The Remote Work Agreement must designate your onsite and remote work locations effective throughout the remote work period.

Select how you will enter your schedule (pick one):

- Select **General Hours** if your start and end times will be consistent from day to day and you are working from only one remote location.
- Select **Daily Chart** if you need to specify different work hours or remote work locations depending on the day of the week.

*Schedule Type

Enter your schedule. In most cases, your schedule should be General Hours. OVCRGE's hours are the same as campus hours: 7:45am – 4:30pm.

Schedule - Enter General Hours

Indicate below the percentages of your work week that will be spent working remotely and the percentage working on site. Percentages should total 100, even if you are part-time. These percentages represent your "total effort." Enter values in whole numbers.

Remote Weekly Average Percentage

On Campus Weekly Average Percentage

Enter the Average Percentage On/Off Campus. For example, if you will be on campus 3 days/week 60% On Campus Weekly and 40% Remote Weekly.

Schedule comments section: Enter your approved work schedule and indicate the work location. Example: Monday-Friday 7:45-4:30. Tuesday and Thursday remote.

Note: If your supervisor approved alternative working hours that vary substantially from normal campus hours, select “Daily Chart” for Schedule Type then enter the details for each day. You do NOT need to select Daily Chart if you periodically work an alternate schedule use Daily Chart only if you have a very specific schedule with varies by day.

Required Attendance

Enter the following in the Attendance Expectations box:

On campus regularly as outlined above. Additionally, may be expected to periodically attend in-person meetings on-site or other locations on campus outside above schedule as determined by supervisor and/or campus needs.

Job Responsibilities/Duties

This section is not necessary

Equipment for Remote Workspace

UW-Madison Owned Hardware: Dell Latitude laptop, monitor, mouse NOTE: if you are not using OVCRGE-provided hardware, please leave this section blank and enter your personal hardware in the “Employee Owned Hardware...” section.

UW-Madison Owned Communication Resources: NONE

Office Equipment: list any items from OVCRGE you have at your remote work location such as a Varidesk

Employee Owned Hardware...: IF you are using your own computer for remote work, please enter it here and enter the correct information in the “UW-Madison Owned Hardware” section.

Will UW-Madison need to ship anything to you in your remote work location?: No

Technology Access, Cybersecurity, and Compliance

As a staff member in RSP, you work with the following types of data. It is important that you recognize the need to protect data appropriately. Read the linked materials in the **Technology Attestations** section of the agreement.

1. What type(s) of data do you work with?

Check at least one and all that apply - See [definitions](#) and [more information](#).

Public Data ☒ Yes

Internal Data ☒ Yes

Sensitive Data ☒ Yes (examples include intellectual property; confidential, proprietary or business data provided under an NDA; non-export controlled select agent program data)

Restricted Data ☐ No (examples include export controlled data; HIPAA; FERPA; credit card information)

*Are you using personally-owned hardware when accessing / downloading / transferring data?

No

Comments

Add any appropriate comments as necessary

Submit your Remote Work Agreement.

The Remote Work Agreement will be routed to your supervisor and HR for final approval.