



Alternative Work Arrangement Form

The purpose of this document is to assist both the supervisor and the employee with a clear, shared understanding of the employee's alternative work arrangement (AWA). This form does not apply to work arrangements made through the disability accommodation process. Contact the Office of Institutional Equity (OIE) regarding requests for work accommodations and accessibility. Each alternative work arrangement is unique depending on the needs of the department, the duties of the position, supervisor and employee. This form is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship. This form is in effect until the effective date noted, not to exceed end of the current fiscal year (June 30).

Employee Telework Information:

Employee Name:	Banner ID:
Job Title:	Department:
Supervisor:	Arrangement requested by: <input type="checkbox"/> Employee <input type="checkbox"/> Department/College
Effective dates:	(Include end date if prior to end of fiscal year)

Type of AWA requested:

- | | |
|---|---|
| <input type="checkbox"/> Compressed Work Week | <input type="checkbox"/> Telework |
| <input type="checkbox"/> Flextime | Location: _____ |
| <input type="checkbox"/> Short-Term Work Modification | <input type="checkbox"/> Hybrid/Combination (check all that apply & include comments) |
| <input type="checkbox"/> Staggered Work Schedule | |
| <input type="checkbox"/> Adjusted Lunch Period | Comments: _____ |

Modified schedule:

	WORK		LUNCH		Comments
	FROM	TO	FROM	TO	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Job Duties

The general expectation for an alternative work arrangement is that employees will effectively accomplish their regular job duties, regardless of work location.

1. While on a modified schedule, an employee will:
 - a. remain accessible during the work schedule;
 - b. check in with the supervisor to discuss status and open issues;
 - c. be available for teleconferences, scheduled on an as-needed basis;
 - d. be available to come into the office if a business need arises;
 - e. request supervisor approval in advance of working any overtime hours (if employee is non-exempt); and
 - f. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at employee's regular work location.

2. Employee's duties, obligations, responsibilities, and conditions of employment with NMSU remain unchanged except those obligations and responsibilities specifically addressed in this arrangement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the normally assigned duty station.
3. The parties acknowledge that this arrangement may be evaluated on an ongoing basis to ensure that employee's work quality, efficiency, and productivity are not compromised by the modified arrangement described herein.

Alternative work modifications

The employee or NMSU may end the alternative work arrangement. All employee-proposed changes are subject to supervisor approval. Ad-hoc modifications to this arrangement should be discussed between the employee and supervisor. Long-term or substantive modifications should be documented by revising this arrangement.

Specify a date to discuss the effectiveness of the alternative work arrangement, or enter N/A.

AWA review date:	
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Equipment and technology access

1. NMSU supervisors will work with their employee(s) to determine appropriate and suitable equipment. In the event of equipment failure or service interruption, the employee must notify their supervisor immediately to discuss alternate assignments or other options. Internet access should follow NMSU data security protocols.
2. Employee agrees to protect NMSU-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. Data security is vital. The precautions described in this arrangement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
3. Employee agrees to report to employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest opportunity.
4. Employee understands that all equipment, records, and materials provided by NMSU shall remain the property of NMSU.
5. Specify any equipment or technology access the employee will need for modified schedule:

Taxes

Employee understands that employee is responsible for tax consequences, if any, of this arrangement. Out-of-state teleworking/remote working arrangements may introduce tax withholding and reporting, unemployment insurance, benefits, and workers compensation requirements in the employee's state of residence, among other considerations. A four to six-week lead time may be required between notification of the out-of-state teleworking/remote working arrangement and the start date of the arrangement in order to avoid state reporting and withholding penalties, interest, and late fees. Contact the Aggie Service Center (Payroll office) for additional guidance. Employees must ensure that their home address is current in Banner Self-Serve, particularly those working from a location out-of-state.

Timekeeping & Leave

1. Regular leave policies and procedures should be followed for employees who are unable to report to work.

2. Employees on an alternative work arrangement should maintain accurate time records and supervisors are accountable for management of those records. Under the federal Fair Labor Standards Act (FLSA), non-exempt employees will be compensated for overtime that has been approved in advance by the supervisor in accordance with the provisions of the act.
3. Employees in exempt (salaried) positions are exempt from overtime regulations. Pursuant to established NMSU policies, employees must obtain supervisory approval before taking leave.

Travel

Flexible work and teleworking employees are not eligible for travel expense reimbursement when they commute to and from the University locations for work purposes. Teleworking employees may be eligible for travel reimbursement, in accordance with current University policies, for meetings and business events that take place off the campus (e.g. travel from/to the teleworking site to a location away from the campus).

Incident Reports

The employee shall report any job-related injuries that occur in the course and scope of employment during the modified work arrangement at the earliest reasonable opportunity.

Guidelines and Procedure Acknowledgements

Initials

I have read and understand the NMSU Alternative Work Arrangement Policy and understand that a new form must be completed at the beginning of each new fiscal year.	
I have read and understand NMSU System policy regarding personal use of NMSU computers and equipment, ARP 15.11, Acceptable Use of ICT Equipment and Resources .	

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Return the signed form to the Human Resource Services department promptly. Electronic signatures are acceptable. Electronic Distribution: To: hrhelp@nmsu.edu
cc: Employee, Supervisor, Department Head or Unit Leader