



**Boston University  
Student Employee  
Remote Work Agreement**

I understand that as a result of my working remotely, my duties, obligations, responsibilities and the terms and conditions of employment with Boston University remain unchanged. My salary remains unchanged as well.

I agree to be available during my assigned business hours, for communication by phone, voice mail, email, etc. I agree that I will be responsible for reporting my time as required by department and University procedures. I agree that my work hours will conform to University policies and procedures, and departmental guidelines.

I agree that my remote work space will have a dedicated work surface in a specific area where I live. I agree that my remote work space will be free from personal distractions to the degree possible. The information displayed or accessed on my remote workstation will be viewable and accessible solely by me. My remote work environment will employ appropriate privacy and security measures to protect all University confidential and propriety information and data. I will follow and adhere to the security, privacy and confidentiality obligations and policies as an employee of the University. I agree to notify IS&T immediately by calling 617-353-4357 if symptoms of a virus or spyware infection occur.

I understand that all equipment, information, documents, records and materials provided by my department or Boston University remain the property of the University. I also understand that any information or documents used or created by me in the performance of my work assignments are the property of Boston University. As applicable, I agree to return University equipment, records and materials with seven (7) days of termination of my job. All University equipment will be returned by me for inspection, repair, replacement or repossession within seven days written notice. I understand that office supplies will be provided by the University as needed and that any out-of-pocket expenses for other supplies will not be reimbursed unless I have the prior approval of my supervisor.

I agree that all applicable taxes (including income tax and social security taxes) will be withheld based on my employment at Boston University in Massachusetts, not on the location from which I work remotely.

I agree to sign up for direct deposit in order for my pay to be automatically deposited into my bank.

**I have read the contents of this Remote Working Agreement. I certify that I will abide by all of the requirements of this Agreement.**

Employee's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVALS**

The above-named employee is granted approval to participate in accordance with the agreement set forth above.

Supervisor's approval: \_\_\_\_\_ Date: \_\_\_\_\_