MICHIGAN STATE UNIVERSITY | Extension

MSU Extension Remote Work Agreement Supplemental Document

Please complete the chart below with your information to include:

- Your designated work hours for each day and total hours per week
- The days and hours you work remotely. These may reflect either set day(s) and times when you regularly work remote or the typical day(s) and times you anticipate working remote, recognizing that the schedule may vary based on programming, meetings, MSU work site needs or other organizational responsibilities.

Day	MSU Work Site Hours	Remote Work Site Hours	Total Hours	Notes
Sunday	0	0	0	
Monday	0	0	0	
Tuesday	0	0	0	
Wednesday	0	0	0	
Thursday	0	0	0	
Friday	0	0	0	
Saturday	0	0	0	
Total Hours	0	0	0	
Remote Work Site Address:				

☐ By checking this box, I acknowledge that the above schedule is subject to change due to core work-related priorities (i.e. programming, meetings, MSU work site needs, other organizational responsibilities, etc.).

It is understood that MSU work site presence may be requested as needed, with 24-hour notice. Remote work schedules are secondary to core Extension obligations. Employees are required to attend in-person staff meetings, deliver scheduled partner/community programming, and participate in essential on-site events. Scheduled remote days cannot be cited as a reason to decline or reschedule in-person programming, meetings, MSU work site needs or other organizational responsibilities.

It is understood that the Remote Work Agreement (RWA) can be discontinued by the employee or employer at any time. Every effort will be made to provide at least 30 days' notice of such a change to accommodate any issues that may arise from the termination of the RWA. Shorter notice may be given in any event where the terms of this agreement or university policies are violated. Similarly, the RWA can be reviewed by the employee or employer at any time. At a minimum, the agreement must be reviewed, approved and/or renewed annually.

☐ I acknowledge that I have reviewed the Flexible Work Environment website and understand the expectations and requirements associated with remote work arrangements.

Describe MSU equipment and/or property to be used at the remote work site location.

Describe the work duties that will be performed from the remote work site, relative to your position classification expectations. If necessary, please use a separate document.

List what measures will be used to assess work efficiency, output, and quality.

List any special plans for handling technology needs.

For any remote work arrangements that permit employees to work out of state or internationally, additional approval from the Director's Office is required. All requests to the Director's Office for out of state or international agreements should be initiated by institute leadership.

Employee Signature	Date	Supervisor Signature	Date
District Director Signature	Date	Institute Director Signature	Date