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| **INDIVIDUAL REMOTE WORK AGREEMENTFOR SLU EMPLOYEES** | 1 (2) |
| **Employee** |  |
| Surname and first name | Personal identity number |

# Main place of work and remote workplace

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| Main place of work, address |
| Remote workplace, address |
| Home address as registered with the employer |
| Other address: |

**Scope of remote work**

The employee will work remotely day/days per week, or

The employee will work remotely on this/these day(s) every week:

**Duties and responsibilities**

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| During remote work, the employee will undertake regular tasks |
| undertake the following tasks: |

**Working hours and availability**

* Working hours are as per the regulations and agreements in force.
* The employee must be available as required by organisational needs and their duties.
* The employee must be prepared to work at the main place of work if required by organisational needs.
* Absence due to illness, leave to care for a sick child or other leave must be reported in accordance with procedures.

# Working environment

* The employer must ensure that the employee’s working environment is satisfactory.
* The employer must ensure that the workplace is designed and equipped in a way
that is suitable from a working environment perspective.
* The employee is responsible for informing the employer of any problems or risks related
to the working environment, or changes that affect this agreement.

# Insurance

* The employee must take out and maintain satisfactory insurance cover for the entire period.

# Equipment and costs related to remote work

* The employee must ensure that they have a well-functioning Internet connection that enables
them to communicate digitally during working hours.
* The employee must ensure that all requirements related to IT and information security are
fulfilled at the remote workplace.
* The employee must ensure that no unauthorised person has access to equipment provided by the employer.
* The employee is not entitled to any reimbursement of costs related to remote work.
* The employer will only provide equipment for the main place of work.

# Reimbursement of travel costs

* The employee is not entitled to any reimbursement of costs for travelling between the
remote workplace and the main place of work.

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# Notes

**Governing document**

* In addition to what is laid out in this agreement, the guidelines for remote work,
SLU ID: SLU.ua.2022.1.1.1-1959, apply. These guidelines are based on a centrally agreed collective bargaining agreement on remote work.

# Period of validity

This agreement is valid as of (year, month, day)

* This agreement is valid until further notice, with a mutual period of notice of one month.
* If the agreement is broken, it can be terminated with immediate effect.
* When the agreement expires, the employee will return to the main place of work.

# Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| Place | Date | Place | Date |
| Employer’s signature | Employee’s signature |
| Employer’s name in block letters | Employee’s name in block letters |

This agreement is drawn up in duplicate with each party holding one original.

The employer’s copy is to be stored at the department/equivalent.