

**TELEWORK RENEWAL AGREEMENT**

The telework agreement between \_\_\_\_\_ (hereinafter referred to as "Employee"), an employee of the \_\_\_\_\_ (hereafter referred to as "The University") is extended from \_\_\_\_\_ to \_\_\_\_\_ .

The terms and conditions originally agreed upon shall remain in effect for the renewal period. The responsibilities and conditions of employment with the University remain unchanged. Employee's salary and participation in the pension, benefits, and University-sponsored insurance plans shall remain unchanged. In addition, the agreed upon tasks, work schedule and compensation shall remain unchanged.

The employee's participation as a teleworker is entirely voluntary and is available only as long as employee is deemed eligible at the University's sole discretion. There exists no right to telework. Either party may terminate Employee's participation as a teleworker, with or without cause, by providing 30 days notice, in writing, to the other. The University will not be held responsible for costs, damages or losses resulting from cessation of participation as a teleworker. This writing is not a contract of employment and may not be construed as one.

\_\_\_\_\_  
Signature of Teleworker

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Division Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Human Resources Representative

\_\_\_\_\_  
Date