

Flex Work Resources Checklist

*Equipment/Furniture/Supplies	Provided by Employee	Provided by Michigan Tech
Telephone line		
Telephone basic phone rate		
Telephone calling options (voicemail, call waiting, teleconferencing, etc.)		
Telephone long distance charges		
Cell phone		
Cell phone options (email, internet access, etc.)		
Internet		
Computer (CPU, monitor, keyboard)		
Laptop		
Scanner		
Printer		
Copier		
Software		
Printer ink cartridges		
Office Supplies (pens, pencils, etc.)		
Furniture		ADA Only

Applicable Terms

Workers' Compensation

The remote employee is covered by workers' compensation for an injury or illness resulting from performing official duties at the designated site. The employee must authorize access to appropriate officials at the remote site to perform safety inspections and/or investigate a workers' compensation claim.

Supplies and Furniture

Authorization for any additional supplies and/or furniture must be approved by the supervisor prior to purchase. All purchasing needs to follow the guidelines outlined by the Purchasing Department. The employee's department may provide standard office supplies as needed.

Unless otherwise specified in the Flex Work Form, the employee will be responsible for providing furniture at the remote worksite. Michigan Tech is not responsible for loss, damage, or wear of the remote employee's owned equipment and/or furniture. Repair and/or replacement costs and liability for privately owned equipment and furniture used for remote work is the responsibility of the employee.

*Property and Equipment

Home worksite equipment shall generally be provided by the employee. In the event that equipment is provided by Michigan Tech, such equipment shall be used by the employee exclusively for Michigan Tech business.

Prior to physical transfer of property off-campus, the employee will gain approval by submitting a Property Transfer Request Form.

<http://www.admin.mtu.edu/acct/pdf/OffCampusUseForm.pdf>

The employee is responsible for ensuring all items are used according to the Michigan Tech Property Manual.

http://www.admin.mtu.edu/acct/dept/prop/prop_mgt/ch6s1.html

The employee agrees to take reasonable steps to protect any University property from theft, damage, or misuse. This includes maintaining data security and record confidentiality. The employee will comply with all copyrights and licensing agreements for all software owned by the University. Depending on the circumstances, the employee may be responsible for any damage of, or loss of, University property based on the discretion of the University.

The employee is responsible for maintenance and repair of these items unless other arrangements have been made in advance and in writing with the supervisor/manager's approval. The University assumes no responsibility for any damage to, depreciation of, or loss of the employee's personal property that may be used at home (or another remote worksite) for Michigan Tech business. Michigan Tech may pursue recovery from the remote employee for University property that is deliberately or through negligence damaged or destroyed while in the employee's care.

The employee will return University equipment, records, and materials, upon request and/or termination of the remote work agreement. The employee may be responsible for any costs necessary to return, repair, or replace University property. If Michigan Tech property is not returned upon request, at the end of a remote work situation or upon termination, the employee (or former employee) is responsible for all costs to replace any unreturned equipment.