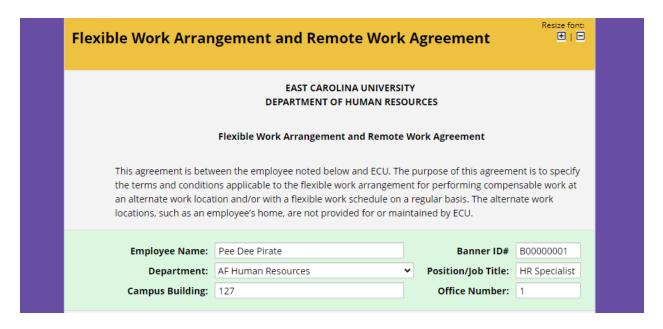
Flexible Work Arrangement and Remote Work Agreement REDCap Form Job Aid

- 1. To access the Flexible Work Arrangement and Remote Work Agreement form (FWA) via REDCap, go to: https://redcap.ecu.edu/surveys/?s=NA4R3PDAMY
- 2. Fill out the top information with your name, Banner ID number, select your Department from the drop-down list provided, position/job title, campus building in which you are located, and your office number.



3. Then, select your division and your classification.



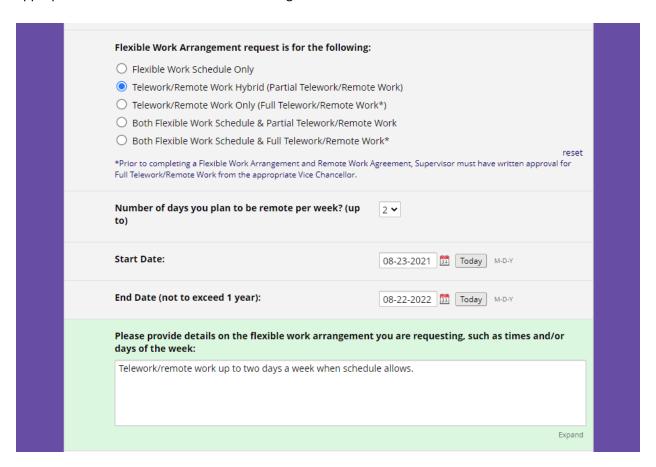
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4. Put your email address and your supervisor's email address.

Note: Please make sure that both emails are correct as the system will send the FWA form to your supervisor for approval and you will receive a copy of the final approved FWA.



5. Select the flexible work arrangement in which you and your management have agreed on. Select the number of days in which you plan to be remote from the drop down list provided. Include the start date and the end date of this agreement (not to exceed one year). Then provide details about the flexible work agreement in which you are requesting. If selecting full telework, you must first have your supervisor gain written approval for full telework/remote work from the appropriate Vice Chancellor **before** submitting the FWA.



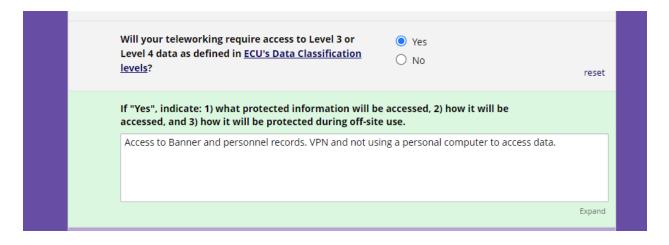
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6. Provide the address of your permanent alternate work location address if you are requesting to telework/remote work (normally home address).

Note: If the alternate work location is outside the State of North Carolina, you must receive prior approval before completing an FWA. Contact employeerelations@ecu.edu to discuss this process.



7. Review the ECU's Data Classification levels to see if your position has access to Level 3 or Level 4 data. If so, provide what steps you will take in order to protect that information.



8. Then, carefully review the information provided in the agreement to make sure that you attest to the understanding of the mutual agreement. There are links within this portion of the form for additional information to review.

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9. Once you have reviewed and understand the agreement and its provisions, sign the document stating you agree to the terms and conditions.



10. Once you sign, review the document and submit. Once the document is submitted, your supervisor will be notified that the document is ready for their review via email.