

# 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.

**Flexible Work Arrangement and Remote Work Agreement**

EAST CAROLINA UNIVERSITY  
DEPARTMENT OF HUMAN RESOURCES

**Flexible Work Arrangement and Remote Work Agreement**

This agreement is between the employee noted below and ECU. The purpose of this agreement is to specify the terms and conditions applicable to the flexible work arrangement for performing compensable work at an alternate work location and/or with a flexible work schedule on a regular basis. The alternate work locations, such as an employee's home, are not provided for or maintained by ECU.

**Employee Name:**  **Banner ID#:**

**Department:**  **Position/Job Title:**

**Campus Building:**  **Office Number:**

3. Then, select your division and your classification.

**Division:**

- Administration & Finance
- Academic Affairs
- Athletics
- Chancellor
- Health Sciences
- REDE
- Student Affairs
- University Advancement

**Classification:**

- EHRA Faculty
- EHRA Non-Faculty
- SHRA
- CSS

reset

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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.

The screenshot shows two input fields for email addresses. The first field is labeled "Employee's email:" and contains the text "piratep@ecu.edu". The second field is labeled "Supervisors email address:" and contains the text "jollyr@ecu.edu". Below the second field, there is a red asterisk followed by the text "\* must provide value".

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.

The screenshot shows a section of the form with the following elements:

- Flexible Work Arrangement request is for the following:**
  - Flexible Work Schedule Only
  - Telework/Remote Work Hybrid (Partial Telework/Remote Work)
  - Telework/Remote Work Only (Full Telework/Remote Work\*)
  - Both Flexible Work Schedule & Partial Telework/Remote Work
  - Both Flexible Work Schedule & Full Telework/Remote Work\*
- \*Prior to completing a Flexible Work Arrangement and Remote Work Agreement, Supervisor must have written approval for Full Telework/Remote Work from the appropriate Vice Chancellor.
- Number of days you plan to be remote per week? (up to)** with a dropdown menu showing "2".
- Start Date:** with a date picker showing "08-23-2021" and a "Today" button.
- End Date (not to exceed 1 year):** with a date picker showing "08-22-2022" and a "Today" button.
- Please provide details on the flexible work arrangement you are requesting, such as times and/or days of the week:** with a text area containing the text "Telework/remote work up to two days a week when schedule allows." and an "Expand" button at the bottom right.

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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](mailto:employeerelations@ecu.edu) to discuss this process.

If telework/remote work is being requested, please provide a permanent alternate work location address:

Street Address:

City:  State\*:  Zip:

\*If the alternate work location is outside of the State of North Carolina, the supervisor must receive approval prior to completing a Flexible Work Arrangement and Remote Work Agreement. Please contact [Employee Relations](#) to discuss this approval 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.

Will your teleworking require access to Level 3 or Level 4 data as defined in [ECU's Data Classification levels](#)?  Yes  No reset

If "Yes", indicate: 1) what protected information will be accessed, 2) how it will be accessed, and 3) how it will be protected during off-site use.

Expand

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.

business or operational requirements deemed necessary by the department and/or division.

I have read and understand this agreement, understand its provisions and, by signing below, agree to be bound by its terms and conditions

Employee Printed Name:  Date:   Today M-D-Y

Employee Signature:  [signature\\_2021-08-23\\_1626.png](#) (0.01 MB)  Remove file

Date:   Today M-D-Y

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.