

## REMOTE WORKSITE AGREEMENT - RENEWAL

*The purpose of this document is to renew an existing and already approved Remote Worksite Agreement.*

### Employee Information

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Employee Name: \_\_\_\_\_ EMPL ID: \_\_\_\_\_

Title: \_\_\_\_\_

Dept. Name: \_\_\_\_\_ Dept. #: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Initial Remote Worksite Agreement Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### Remote Worksite Location

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*The remote worksite employee agrees to work at the below designated site during the hours specified in the current remote worksite agreement. If the employee wishes to make a change to this location, a Remote Worksite Change of Worksite Location Request must be made and approved prior to the worksite location change.*

Location of remote worksite (worksite address):

\_\_\_\_\_

Address

\_\_\_\_\_

County

\_\_\_\_\_

City, State

ZIP

\_\_\_\_\_

Country

### Remote Worksite Renewal

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Remote Worksite Renewal Date: \_\_\_\_\_ Renewal End Date: \_\_\_\_\_

Describe the business purpose or reason for the renewal of the remote worksite agreement being requested.

Any modifications to the original agreement?      Yes      No

If yes, provide additional details:

## Signature

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Your signature below certifies you have completed the remote worksite agreement renewal in accordance with the [UND Remote Worksite Locations Policy](#).

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

### **Reviewed & Approved by:**

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

Send completed form to UND HR: [UND.humanresources@UND.edu](mailto:UND.humanresources@UND.edu)