

Utah State Board of Education
Remote Agreement Form
(Revised June 2025)

Employee Name: _____ Section: _____

Approved Telework Location:

Address: _____

Telephone: _____

Routine Telework Schedule:

Include the hours you will work each day, example 8:00am - 5:00pm.

Day	Work Hours	Telework Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

How much telecommuting time will be counted towards the employee's work hours?

_____ minutes on public transportation for the commute to the USBE office

_____ minutes on public transportation for the commute from the USBE office

By entering this agreement, the employee acknowledges that the employee has read and understands USBE Internal Policy 04-15-Working Remotely and agrees to its application to this agreement. The employee further understand that the provisions in this agreement may be revised or terminated at any time by the Superintendency.

Effective Date: _____ Expiration Date: _____

Employee Signature: _____

Supervisor Signature: _____ (Required for Routine Remote Work Agreements)

Copies of this remote work agreement will be provided to the employee, the employee's supervisor, and uploaded to the attachments section of the employee's UPM.