

Individual agreement for permanent recurring remote working for technical-administrative employees at SDU

Circular on Remote Working for the State

The University's technical and administrative employees (TAP) are covered by the circular on remote working for the State from 2005. This means that permanent recurring remote working can only be agreed within the framework of a local agreement reached between management and organisations entitled to negotiate on behalf of employees.

Introduction

SDU has entered into a [local agreement on remote working at SDU](#), which enables managers and employees to enter into individual agreements about permanent recurring remote working.

The manager and employee can use the template below as a starting point when there is a mutual desire to agree on permanent recurring remote working.

The local agreement and the use of the template for individual agreements between manager and employee ensure that SDU meets the requirements of the circular on Remote Working for the State and aims to make it easy and legal for managers and employees to enter into agreements about permanent recurring remote working when this is desired.

The template contains the topics that should be considered when entering into an individual agreement on permanent recurring remote work. Some of the topics are listed as 'contingent', as it depends on the local circumstances whether it makes sense to include these in the concrete individual agreement. The topics are not necessarily exhaustive. Depending on the local conditions, there may be other relevant topics that should be added to the agreement.

When the agreement is concluded between manager and employee, it is recorded in the employee's personnel file.

Individual agreement

Parties

This agreement on permanent recurring remote work has been entered into in accordance with [Local agreement on permanent recurring remote work at SDU](#).

Section 2. The agreement regulates _____ permanent recurring distance work in the position as _____ at _____.

Permanent recurring remote working follows a pre-agreed pattern, e.g. specific days of the week, days in a month or periods during a year. The employer's approval prior to each specific remote working day is not a prerequisite when a fixed agreement is in place. It is the regularity of the remote working, rather than its frequency or duration, which determines whether it is permanently recurring.

The geographical location of the remote workplace

The remote work is carried out at _____ (potentially abroad – remember to consider the other country’s legislation, e.g. on the working environment and occupational injury) - if relevant: and _____ (potentially abroad). The place of employment is unchanged.

Potentially: Section 2. _____ is responsible for the transport of equipment between the addresses. See also Equipment.

Time frame for remote working

Remote working is planned for ___ days in/per _____. Remote working is placed ___ ongoing by further agreement / ___ fixed on _____.

Potentially: Section 2. _____ can be contacted during _____.

Equipment

_____ is provided with suitable equipment so that the work can be carried out safely at the remote workplace.

Section 2. SDU is responsible for insuring the equipment.

Change of an agreed remote working day (if applicable)

Management may decide that the employee must be physically present at the workplace on an agreed remote working day. The employee is not entitled to another remote working day, but the manager and employee can agree on another distance working day on an ad hoc basis.

Management will notify the employee of changes to an agreed remote working day as soon as possible.

Section 2. The employee can choose to work at the usual workplace on an agreed remote working day.

Working hours and flexitime

The rules governing working time in the workplace and the organisation of these also apply to permanent recurring remote working.

Working environment

_____ complies with the working environment rules at the remote workplace/s, including participating in training and instruction regarding remote working and in

dialogue with the health and safety manager and health and safety representative to ensure a healthy and safe working environment at the remote workplace.

The Danish Working Environment Authority does not normally carry out inspections on ordinary remote working. If, in exceptional cases, the Danish Working Environment Authority finds that there is a need to carry out inspections of remote working, this will happen after the employer has been approached.

Other things that may be agreed

Entry into force, trial period, renegotiation and termination

The agreement enters into force on _____.

If applicable: At the same time, this revokes _____.

Section 2. The agreement has been entered into in accordance with SDU's local agreement on permanent recurring remote working and expires without notice in the event of the local agreement's contingent expiry, cf. Section 8 subsection 2, in the framework agreement on distance work.

Section 3. (if applicable) The agreement is limited to a trial period of _____ and expires without notice on _____.

Section 4. The agreement can be renegotiated if changes in relevant legislation or technology so require.

Section 5. The agreement can be renegotiated if it is unsatisfactory for any of the parties in the agreement or in relation to the unit's overall task completion and well-being.

Section 6. The agreement can be terminated with 1 month's notice.

Signatures of manager and employee

Date: _____
