

Executive officer:

Our ref:

# Employee Remote Work Agreement

The agreement applies to all mobile work *outside* of Norway for OsloMet employees.

## 1. Definition of remote work

This agreement regulates remote work outside of Norway between employees and OsloMet of a duration of more than 1 month. The agreement is a supplement to the ordinary employment contract and shall not intervene in employees' other terms and conditions of employment or their ordinary employment relationships.

OsloMet adheres to the [Guidelines and tools for responsible international knowledge cooperation](#) by the Norwegian Directorate for Higher Education and Skills.

## 2. Geographic limitations for remote work

- Geographic limitations to the use of technical equipment from OsloMet and access to our systems from high-risk countries applies, including China, Russia, Iran, North Korea, Pakistan, and countries experiencing war or conflict. Anyone travelling to countries with which Norway does not have security policy cooperation need to contact the IT service desk at least one week before departure for information about suitable security measures and fill out the [order form](#) for travel equipment.
- The [EU GDPR compliance](#) imposes strict rules on data collection on all EU member countries. GDPR compliance have also been made for several other countries outside the EU and EEA. For countries currently not in GDPR compliance, restrictions to OsloMet services may apply, among them USA.
- Norwegian government restrictions on [export control](#) may apply to candidates working on technology, information, and dual-use goods with proximate military applications from countries which Norway does not have a security policy cooperation. The goal is to ensure an alignment with national security and defense policy.

## 3. Occupational injury insurance

For employees at OsloMet:

As a general rule, the Norwegian state serves as its own insurer for occupational injury insurance matters arising during work for OsloMet outside of Norway. Third-country nationals must be assessed individually in accordance with membership regulations. EU citizens may lose their entitlement to occupational injury insurance if they hold another governmental employment in the host country and perform more than 25% of their work there.

For guest researchers:

Guest researchers are not classified as employees of OsloMet and are therefore not covered by OsloMet's occupational injury insurance. It is the sole responsibility of the guest researcher to obtain appropriate insurance coverage.

#### 4. Travel expenses

A: The remote work agreement is entered into on the initiative of OsloMet.

- OsloMet will cover travel expenses to and from the remote workspace.

B: The agreement is based on the wishes/needs of the employee.

- Any travel expenses to and from the remote workspace is covered by the employee.

#### 5. Remote workspace and equipment

Everyone who plans to travel to a country with which Norway does not have a security policy collaboration must contact the [IT service desk](#) to obtain information about appropriate security measures at least one week prior to departure.

The employee must ensure that the workspace complies with the requirements stipulated in statutory legislation and regulations at any one time, including any HSE legislation and regulations.

The employer is responsible for operating and maintaining all the equipment that the employer provides. If the employee has purchased and been reimbursed for expenses related to an office chair, desk, etc., the employee owns the equipment and is responsible for its maintenance.

#### 6. Organisation and time span

The work must be organised so as not to prevent the employee from having social contact with his/her colleagues or hamper his/her expertise and career development.

Remote work agreements shall always be agreed for a limited time period, minimum one month and no longer than 12 months.

#### 7. Parties to the agreement

<b>Employee's name:</b>	<b>Organization affiliation at OsloMet:</b>	<b>Immediate manager's name:</b>

#### 8. Remuneration and expenses

<b>Currency for remuneration:</b>	<b>Expenses connected to the employee's travels to and from the remote workspace and Norway shall be covered by (see paragraph 2 and choose alternative A or B):</b>

#### 9. Location for the remote work

<b>Address (including country):</b>

#### 10. Duration and type of work

<b>Agreement period from-to (minimum 1, maximum 12 months):</b>	<b>Type of work to be covered by the agreement:</b>

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**11. Availability and performance**

The expectations regarding employee availability and performance are the same for remote work as those which apply at the main place of work. Employees shall notify their immediate manager of any absence (illness, sick children, other). OsloMet is responsible for ensuring that employees’ duties are carried out by someone else if their absence so requires.

OsloMet is entitled to ask the employee to attend necessary meetings, and when unforeseen situations arise, may also require the employee’s physical attendance at OsloMet’s campus in Norway. In such an event, OsloMet will cover travel expenses from and to the remote workspace.

**12. Working hours**

Scientific employees are covered by the provisions specified in [Working hours for teaching and research staff](#) (link requires Feide log in).

**13. Training**

OsloMet is responsible for ensuring that remote workers receive training on the use and operation of equipment (PCs, communications equipment, etc.) when necessary.

**14. Security**

- The employee is required to read and understand the [Guideline for information security during travel](#).
- Travel to high-risk countries must be management approved.

**15. Use of OsloMet equipment**

The following guidelines on the allocation of IT equipment and e-coms services applies at OsloMet:

- [Safety during international travel](#)
- [Before you travel](#)
- [IT services for remote work](#)

As a rule, private equipment should not be used in risk areas if the user has access to information or services provided by OsloMet. Employees are responsible for treating the equipment with care. At OsloMet’s request, equipment must be returned at the end of the remote work period, or when taking leave which extends beyond the remote work period.

<b>Equipment owned by OsloMet to be used for remote work is as follows:</b>	Inventory (IT equipment, E-coms services, mobile phone):

## 16. Information security

The safety regulations, which apply to anyone using the IT equipment at OsloMet, also applies when carrying out remote work. Managers and employees shall discuss how the storage of documents and other information can take place to ensure compliance with current confidentiality rules.

This specifies that data containing sensitive personal information, protected or business-critical data, or data subject to export control, must not be processed from risk areas, due to security or regulatory concerns. The employee must agree to the OsloMet [ICT guidelines](#) and the [Privacy and information security for researchers](#).

## 17. Termination of remote work agreements

The first three months of the remote work agreement is a trial period. During the trial period either of the parties can terminate the remote work agreement by providing two weeks' notice. After the trial period, the remote work agreement can be terminated by providing one month's notice.

At the end of the remote work period the employee shall return to his/her ordinary workplace without any special termination being provided.

## 18. Amendment clause

The parties to this agreement understand that the agreement will need to be amended in accordance with statutory legislation and agreements, and any other key guidelines.

Two copies of this agreement shall be signed, one for each of the parties.

Signatures	
Place and date	Place and date
Head of department, authorized signature	Employee