**Remote Work Agreement**

(A copy of this agreement is to be retained by the department and the original should be forwarded to Human Resources for inclusion in the employee’s record.)

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Employee Name Position Title Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name Position Title Division

**Permanent workspace where the position normally resides:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Physical remote work location**: Home\_\_\_\_\_\_\_ Other\_\_\_\_\_\_\_ (Check the appropriate selection)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address City State Zip Code

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone for remote work location Email Address

**Duration of remote work assignment**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date End Date (if applicable)

**Work Schedule:**

In Office Day(s): M T W Th F S Su (Please circle) # Work Hours per Week \_\_\_\_\_\_\_\_\_

Remote Location Day(s): M T W Th F S Su (Please circle) # Work Hours per Week \_\_\_\_\_\_\_\_\_

 **Total Work Hours per Week**: \_\_\_\_\_\_\_\_

**Remote worksite space and internet connection**:

Does employee have a designated workspace conducive for work? Yes\_\_\_\_ No\_\_\_\_

Does employee have broadband access to the Internet? Yes\_\_\_\_ No\_\_\_\_

**College provided equipment**: (See the Policy 4.06 – Information Technology Acceptable Usage)

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes & Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Confidentiality/Security**

The Employee will:

1. Apply approved safeguards, in accordance with college policy, to protect college information from unauthorized disclosure or damage; and

2. Comply with federal, state, and college policies and procedures regarding the disclosure of public and official records. Work done at the employee’s remote worksite is regarded as official college business. All records, documents, and correspondence, in written or electronic form, must be safeguarded for return to the college. Release or destruction of records should be done with the knowledge of the employee’s supervisor and in accordance with applicable college policy and procedure. Electronic/computer files are considered college records and shall be protected as such.

**Work Standards/Performance**

The Employee will:

1. Comply with all federal and state laws and applicable college policies and procedures when working remotely;

2. Meet at least weekly with the supervisor to receive assignments; discuss how routine communication between the employee, supervisor, co-workers, and students and prospective students is handled; and to review completed work as the supervisor deems necessary;

3. Complete all assigned work according to work procedures mutually agreed upon by the employee and the supervisor, and according to guidelines and expectations stated in the employee’s performance plan;

4. Notify the supervisor immediately of any situation which interferes with their ability to perform the job;

5. Permit the supervisor access to the remote work location during assigned work hours, if needed.

**Review Schedule**

Supervisors are expected to conduct periodic reviews of employee’s remote work performance. It is recommended that remote work be reviewed initially after 30 days and quarterly thereafter.

Remote work start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

30-day review date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Quarterly review Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Template for review (this format or other format of review that fits the employee’s responsibilities should be used to document the reviews)**

|  |  |  |
| --- | --- | --- |
| **Objectives/Deliverables** | **Task/Work Delivered** | **Status** |
| **1.** | Comments: | MetNot Met |
| **2.** | Comments: | MetNot Met |
| **3.** | Comments: | MetNot Met |
| **4.** | Comments: | MetNot Met |

**Hours of Work/Compensation/Benefits**

The Employee:

1. Agrees to apply themselves to their work during assigned work hours and to maintain at the current productivity and quality levels at the remote work location;

2. Agrees to obtain prior approval before working overtime and understands that the supervisor will not accept unapproved overtime work; and

3. Agrees to follow established procedures including obtaining supervisory approval in requesting and obtaining leave approvals.

The Supervisor:

1. Agrees that procedures are in place to document the work hours of the employee while working at the remote work location and to ensure compliance with the Fair Labor Standards Act; and

2. Will discuss with the employee their status during emergencies or weather-related closings affecting the central or remote work locations;

3. All authorized overtime hours will be compensated in accordance with applicable law and college policy.

**Safety**

The Employee:

1. Understands that he/she is covered by the college’s workers compensation plan per law and;

2. Agrees to maintain the designated workspace within the remote work location in a safe condition, free of recognized defects and hazards (such as frayed or loose electrical wires; floor surfaces that are not clean, dry and level; damaged or ergonomically incorrect seating and furniture; improper lighting; etc.) and other dangers to the employee and any college equipment provided; and

3. Agrees to bring to the immediate attention of their supervisor, and human resources, any accident or injury occurring while working at the remote work location. The supervisor and/or assigned representative will investigate all accident and injury reports immediately following notification to determine if the injury is directly work related.

**Equipment/Liability/Expenses**

An employee provided with college equipment agrees:

1. To protect such equipment in accordance with college policies. (The employee may have a financial liability for the loss or damage of college equipment if the loss or damage results from negligence, intentional act, or failure to exercise reasonable care, safeguarding, maintenance, or service of the equipment.);

2. That college-owned equipment shall be serviced and maintained by the college or a college-approved vendor. Using a private vendor may subject the employee to disciplinary action;

3. That the employee must return promptly any college-owned equipment upon termination of employment;

4. That the college assumes no liability for damages to an employee’s personal or real property during the course of performance of official duties or while using college equipment in the employee’s residence;

5. Understands that the college assumes no liability or responsibility for operating costs, home maintenance, or any other incidental costs (e.g. utilities) associated with the use of the employee’s residence; and

6. Agrees to obtain approval from their supervisor prior to purchasing any item (out-of-pocket expenses) for work-related use at the remote work location if the employee is seeking reimbursement for the expenses.

**Termination of Plan**

1. Unless remote work is a condition of employment, the employee may request to terminate the assignment at any time. At least two-week’s notice to the college is required.

2. The supervisor/college may terminate the remote work assignment at any time. Assignments may be terminated for reasons such as, but not limited to, declining performance, change to college benefit, etc. If feasible, two weeks’ notice will be given to the employee.

Failure to comply with the terms of this agreement or the remote work policy, may result in revocation of the remote work assignment, and/or appropriate disciplinary action up to and including termination of employment.

*I acknowledge that I have been given a copy of the college’s 3.61 Remote Work Policy. I agree to abide by the terms of the policy and the terms stated on this agreement.*

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Employee Date

**Approved by:**

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Supervisor Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice Chancellor Date

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Chancellor Date