



HR Procedure: Alternative Work Arrangement	Issue Date: 9.12.2023
Approved by: Executive Chief of Human Resources	Revision Date(s):

ATTACHMENT B – ALTERNATIVE WORK ARRANGEMENT AGREEMENT

Remote Worker Name: _____ Employee ID#: _____

Remote Work Location: _____

Street Address: _____ City/Zip Code: _____

- This is my residence
 Other location (identify): _____

Telephone: _____ Email: _____

Main Office Location: _____

Street Address: _____ City/Zip Code: _____

Supervisor/Manager Name: _____

Supervisor/Manager Telephone: _____ Email: _____

Days: Mon Tues Wed Thurs Fri Start Time: _____ Finish Time: _____

Indicate work dates and hours here if not covered above, including blackout times in which hybrid may not be allowed:

District assets to be used at remote work site: *(Description I.D. Number)*

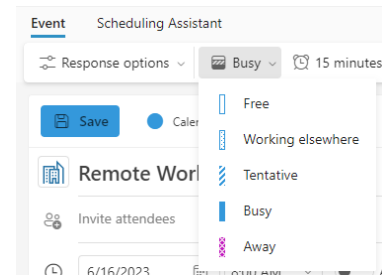
District information systems to be accessed from remote work location (if any):



ATTACHMENT B – ALTERNATIVE WORK ARRANGEMENT (*Continued*)

Both the manager/supervisor and remote worker understand that an alternative work arrangement is a bilateral voluntary arrangement that can be discontinued at either party's request with no adverse repercussions. An alternative work arrangement does not change that Supervisors must approve in advance the use of vacation, time off, or sick leave, as well as any overtime work. In an alternative work arrangement, a remote worker must:

- Read and understand the District Alternative Work Arrangement procedures and agree to abide by these expectations, including the need to make regular dependent (child and/or adult) care arrangements during remote work.
- Forgo remote work when their physical presence is required in the office on a regularly scheduled remote work day. Managers and/or supervisors should provide reasonable notice whenever possible. If required, the employee may be required to report to the office without advance notice. Forgoing remote work for that period does not entitle the employee to work remotely at an otherwise unapproved time to compensate.
- Carry out the steps required for information security. In addition, the remote worker will familiarize themselves with District information security requirements and procedures. The remote worker agrees to consult with their supervisor when security matters are an issue.
- Be available by phone, video conference, or e-mail during their designated work hours.
- Keep their Outlook calendar up-to-date to reflect the days and times in which they will be working remotely with a "Working Elsewhere" calendar event (example to the right.)



This arrangement expires on June 30, 2025, and must be renewed to continue participation in the District's Alternative Work Arrangement Program.

I have read, understand, and acknowledge the District's Alternative Work Arrangement procedure and Remote Access Security Standard. I also understand that my use of any District and/or personal computing equipment for District Alternative Work may result in a lack of privacy relating to those items. I have completed and certified the Safety Checklist/Acknowledgement. I have met with my supervisor and discussed my role in, the conditions under which I remain, and the termination process of alternative working for the District.

SIGNATURES:

Employee: _____ **Date:** _____

Manager/Supervisor: _____ **Date:** _____

Department Head: _____ **Date:** _____

Managers/Supervisors are to keep a copy of each employee's request form, agreement and safety checklist. **Managers/Supervisors are to email a copy of the fully signed agreement to hr.info@spps.org and enter the information into the Alternative Work Agreement spreadsheet.** The request form and safety checklist do not need to be sent to HR as long as managers/supervisors keep a copy in their records.