

Superintendent File: GBEF-E

TEMPORARY TELECOMMUTING AND REMOTE WORK AGREEMENT

This Agreement is between Douglas County School District (the “District”) and _____ (“Employee”) (collectively referred to herein as the “parties”), and must be signed and approved by the Employee’s supervisor and a District Human Resources Director. This Agreement supersedes any prior Remote Work Agreement in place between Employee and the District.

A. This Agreement begins on _____ (date). Employee understands that this Agreement to work remotely is a temporary measure only, and will be reviewed continuously during the period in which the District is permitting remote work. Accordingly, the District may alter this Agreement at any time at its discretion. This Agreement will remain in effect unless altered or terminated by the District at its discretion.

B. The parties agree that Employee will work remotely on the following schedule:

C. Employee understands that he or she will work remotely from the following location: _____. Employee expressly agrees that he or she is prohibited from working remotely on any regularly-scheduled workday from any location but for the location set forth above.

- D. While working remotely, Employee agrees to:
- 1. Remain accessible during the remote work schedule;
 - 2. Check in with his or her supervisor to discuss status and open issues;
 - 3. Be available for video/teleconferences, scheduled on an as-needed basis;
 - 4. Be available to physically attend scheduled work meetings as requested or required by his or her school or department;
 - 5. Request supervisor approval in advance of working any overtime hours (if employee is non-exempt);
 - 6. Take rest and meal breaks while working remotely in full compliance with all applicable federal and state laws and District policies and practices;
 - 7. Request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee’s regular work location.

E. Employee’s duties, obligations, responsibilities, and conditions of employment with the District remain unchanged except those obligations and responsibilities specifically addressed in this Agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the Employee’s regular work site. This

Agreement does not change the Employee's basic terms and conditions of employment with the District. Employee will perform all of duties as set forth in Employee's job description, as well as those additional and/or different duties that the District may assign from time to time. Employee shall remain obligated to comply with all federal and state laws and District policies, rules and procedures.

F. The parties acknowledge that this Agreement may be evaluated on an ongoing basis to ensure that Employee's work quality, efficiency, and productivity are not compromised by the remote work arrangement described herein.

G. Employee acknowledges that if his or her supervisor deems that the temporary remote work arrangement described in this Agreement is not working effectively or as envisioned, this Agreement may be adjusted or terminated at any time. Employee's supervisor will strive to provide at least 72 hours' advance notice of any changes to this Agreement.

H. Employee agrees to maintain a safe and secure remote working environment and to report work-related injuries to Employee's supervisor at the earliest reasonable opportunity. Employee agrees to hold the District harmless for injury to others at the remote work site.

I. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:

1. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telecommute location, and employee understands that the District is not responsible to reimburse Employee for these or related expenses. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network. Internet capabilities must be sufficient to support remote work with no significant disruption to employee's regular tasks as well as to be able to support the District's video conference and collaboration technologies.
2. Employee agrees to protect District-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure.
3. Employee agrees to report to Employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
4. Employee understands that all equipment, records, and materials provided by the District shall remain the property of the District.

J. Employee agrees to return District-owned equipment, records, and materials within 5 days of termination of this Agreement. Within 3 days of written notice, Employee must return District-owned equipment for inspection, repair, replacement, or repossession.

K. Nothing in this Agreement shall be construed to imply in any manner the establishment of any property rights or expectancy or entitlement to continued employment.

Neither shall this Agreement be deemed or construed to establish any conditions prerequisite relative to renewal of contracts, transfer, assignment, dismissal or other employment decisions.

I hereby affirm by my signature that I have read this Temporary Remote Work Agreement and understand and agree to all of its provisions. I further understand that my failure to adhere to the terms of this Agreement may subject me to discipline, up to and including termination of employment.

Employee Signature

Date

Supervisor's Signature

Date

Human Resources Director's Signature

Date