

## Remote Work Agreement for Classified Employees\*

<b>A</b>	<b>Request Type</b>	
	<input type="checkbox"/> NEW (Complete Sections B, C, D) <input type="checkbox"/> MODIFY (Complete Sections B, C, D) <input type="checkbox"/> TERMINATE (Complete Sections B, H)	
	Remote Work Requested Start Date	
	Remote Work Requested End Date (if known)	

<b>B</b>	<b>Employee Information</b>	
	Employee Name	
	Hire Date	
	Employee ID	
	Position	
	Site	

<b>C</b>	<b>Location of Remote Work</b>	
	Street Address	
	City, State ZIP	
	Phone Number	

<b>D</b>	<b>Requested Remote Work Schedule</b>					
		Monday	Tuesday	Wednesday	Thursday	Friday
	Indicate Office or Remote					
	Additional information regarding request for Remote Work Schedule (if desired).					

\*See Appendix 1 for the list of CSEA positions with the option for consideration of remote work.

1. Duration: This agreement must be reviewed at least annually using Appendix 2. This agreement may be discontinued at any time by either party with reasonable advance notice [or xx days advance notice]. In the event that the agreement is canceled, up to three (3) work days may be required to coordinate any logistics to accommodate a return to in-person work. \_\_\_\_ (employee's initials)
2. Work Area: Employee is responsible for ensuring the remote work location complies with health and safety requirements and: \_\_\_\_ (employee's initials)
  - The location must be:
    - i. clean and free of obstructions.
    - ii. in compliance with all building codes.
    - iii. free of hazardous materials.
    - iv. Private to protect confidential information.
  - Furniture, seating and lighting must be conducive to a good, ergonomic work environment.
  - The work area should be out of the home "line of traffic", especially if others are present during working hours.
  - The supervisor may deny an employee the opportunity for remote work or may rescind a remote work agreement based on unsafe conditions in the home or suspected hazardous materials at the home facility.
3. Cost: The District will not be responsible for operating costs, maintenance, furniture, or any other incidental costs (e.g., telephone, internet, water, gas, electric, etc.), associated with the use of the employee's remote location. The District will not reimburse participants in a remote work agreement for travel to their work location from their home, or vice versa. \_\_\_\_ (employee's initials)
4. Employee agrees to maintain professional attire and a professional setting when participating in work meetings from the remote location. \_\_\_\_ (employee's initials)
5. It is understood that the supervisor can implement periodic reviews to provide feedback on the progress of the remote work and if expectations are being met. Performance standards and employee accountability for quantity and quality of their work will not change due to participation in the remote work agreement. As in "regular" office assignments, supervisors and employees must discuss and understand what it is that is expected to be produced during remote work and when it is due. \_\_\_\_ (employee's initials)
6. Supervisors and employees must also arrange when/how to make contact with each other on remote work day(s). Remote work employees are expected to turn cameras on during Zoom, Microsoft Teams, or other videoconference meetings, and must follow applicable security protocols when using that technology. Remote work employees and supervisors must establish clear communication and response expectations during work hours. \_\_\_\_ (employee's initials)
7. The evaluation of the employee's job performance will be based on established standards. When employee performance fails to meet expectations, the supervisor will evaluate whether participation in the remote work agreement is a contributing factor. \_\_\_\_ (employee's initials)
8. Employee Availability: Employees participating in a remote work agreement agree to be available by phone, email and instant message during their regular working hours. The response timeline for communications - both written and verbal - is expected to be no more than 15 minutes. \_\_\_\_ (employee's initials)
9. Work Assignment: Work assignments will be provided by the supervisor and can be communicated in person, by phone, video conference, and by email. The frequency of meetings with the supervisor on campus is at the discretion of department management. The employee will complete all assigned work according to procedures determined by the supervisor. \_\_\_\_ (employee's initials)
10. Dependent Care: Both parties agree that the remote work agreement will not be a substitution for in-home child or dependent care. If a child or dependent is present during scheduled work hours, arrangements should be made for the care of that child or dependent. If a child or dependent is ill, however, the employee

may, on a temporary basis, provide primary care for that child or dependent while working remotely or use Sick or Family Leave, subject to the approval of the employee's supervisor. \_\_\_\_ (employee's initials)

11. District Equipment: When remote work has ended, the Employee is responsible for returning all District equipment to their work station. \_\_\_\_ (employee's initials)
12. Sick Leave: If a participant in a remote work agreement is sick and unable to work in their remote work location, they are required to report those absences when they are unable to work as they would in a normal office setting. \_\_\_\_ (employee's initials)
13. Vacation/Other Leaves: All use of vacation, compensatory time off, or any other type of leave is subject to approval by the employee's supervisor. Employees must obtain supervisory approval before taking leave in accordance with applicable collective bargaining agreements, District policy and established department procedures. The employee agrees to follow established procedures for requesting and obtaining approval of leave, prior to using the leave. \_\_\_\_ (employee's initials)
14. Overtime: A non-exempt employee working overtime approved in advance will be compensated in accordance with applicable law and rules. The employee understands that failing to obtain proper approval for overtime work may result in the remote work agreement being canceled. \_\_\_\_ (employee's initials)
15. Workers' Compensation: The employee is covered by Workers' Compensation if injured in the course of performing official duties at the remote work location. If an employee incurs a work-related injury while working remotely, workers' compensation laws and rules apply just as they would if such an injury occurs at the District work location. Employees must notify their supervisors immediately and complete all necessary or management-requested documents regarding the injury. \_\_\_\_ (employee's initials)
  - Remote Workspace may be subject to an ergonomic evaluation.
16. Access to Internet: By entering into this agreement, employee is agreeing that they have high-speed access to a stable internet connection. If the internet goes out at the remote work location, employee is expected to report to their standard in-person location for work. Driving time to report to in-person work location does not count toward work hours. \_\_\_\_ (employee's initials)
17. Technology Acceptable Use Agreement: The District's technology acceptable use policy is in effect. \_\_\_\_ (employee's initials)
18. Security/Confidentiality of Information: Employees who participate in remote work are expected to follow all appropriate rules and regulations of the District regarding security and confidentiality of information (oral and written), including computer data files security. Employees will apply approved safeguards to protect records from unauthorized disclosure or damage. All records, papers, and correspondence must be safeguarded for their return to the office and disposed of in accordance with District policies and procedures. \_\_\_\_ (employee's initials)
19. Liability: The District will not be liable for damages to the employee's property resulting from participation in a remote work agreement. \_\_\_\_ (employee's initials)
20. Employee Rights: Employee rights provided for in the employee's Collective Bargaining Agreement are not affected by participation in a remote work program. None of the rights or benefits provided under the employee's Collective Bargaining Agreement are enhanced or abridged by the guidelines of the remote work agreement. The implementation of the remote work option, as defined herein, should not be construed to change or alter personnel management practices, such as rest periods, leave time, holidays and pay, as contained in applicable Collective Bargaining Agreement provisions or related law or rule. All forms of remote work imply an employer-employee relationship with the employee receiving the same benefits and incurring the same responsibilities as a non-remote work employee. \_\_\_\_ (employee's initials)

RESPONSIBILITY FOR EQUIPMENT ASSIGNMENT, USAGE AND MAINTENANCE:

1. District-owned Equipment: In order to perform their work effectively, employees must use District-assigned equipment at the remote work location. The equipment must be protected against damage and may be used for District work only. District-owned equipment will be serviced and maintained by the District. Employees must have all property that is removed from their District workplace documented in accordance with the District Property Management protocols, and shall complete the "Off-Site Use of District Equipment" form below. The form will be attached to this agreement when necessary. Supervisors are responsible for ensuring completion of the form, and following up on the return of equipment when necessary. \_\_\_\_ (employee's initials)
2. All maintenance on any District-supplied equipment will be performed by a District-authorized person at a District work location at the District's expense. Employees must bring equipment to the designated District location. \_\_\_\_ (employee's initials)
3. The District will repair or replace, if practical, lost, damaged, or stolen District equipment provided the employee has taken appropriate precautions to safeguard the equipment. \_\_\_\_ (employee's initials)
4. Employees may not use District-provided equipment or use or duplicate District software for personal use or allow non-District personnel to use it. Passwords may not be stored on employee-owned equipment and security measures must be initiated whenever the computer is left unattended. \_\_\_\_ (employee's initials)
5. Remote work employees must return District-provided equipment to the District and guarantee to erase District software on their personal computers when requested by their supervisor or when employment is terminated. Software provided by the District remains the property of the District. Any software provided by the District shall be returned at the end of the remote work agreement or upon termination of employment. *Upon termination of the remote agreement, the employee will immediately return all District property.* \_\_\_\_ (employee's initials)
6. As appropriate, an employee working remotely may have access to the District communication network, including electronic mail, calendar and/or telephone contact between the employee and supervisor. The extent of this access can vary. \_\_\_\_ (employee's initials)
7. Expenses for the employee's equipment and work site (e.g., furniture, home maintenance, repair, property or liability insurance, or other incidental expenses (e.g., utilities (including telephone, internet, water, gas, electric, etc.), cleaning services, etc. are the employee's responsibility. \_\_\_\_ (employee's initials)
8. The employee shall release the District from any and all liability resulting from the use of his/her own computer. \_\_\_\_ (employee's initials)
9. Remote work employees shall comply with computer software licensing agreements, District policy and federal laws, including confidentiality, copyright and patent laws. \_\_\_\_ (employee's initials)
10. Use of District-provided software and data supplies at a remote work location is limited to the authorized employee and is authorized for purposes related to District business only. \_\_\_\_ (employee's initials)
11. Products, documents and other records used and/or developed while working under a remote work agreement will remain the property of, and be available to, the District. \_\_\_\_ (employee's initials)

#### SCOPE OF AGREEMENT:

Employee understands that all obligations, responsibilities, and terms and conditions of employment with the District remain unchanged, except those specifically addressed in this Remote Work Agreement. Any breach of this Remote Work Agreement by Employee may result in modification or termination of the Remote Work Agreement.

The Remote Work Agreement will be reviewed on an annual basis to assess effectiveness using Appendix 2. If needed, the Remote Work Agreement may be reviewed more frequently and may be modified in response to a

request by either the supervisor or Employee, changes in position or Employee eligibility, or to address individual or organizational performance.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

<b>E</b>	<b>Supervisor Response</b>	
	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
	Reason for Denial:	

<b>F</b>	<b>Request Type</b>	
	<input type="checkbox"/> NEW <input type="checkbox"/> MODIFY (Complete Sections B, C, D) This modified Remote Work Agreement supersedes prior agreement dated _____. <input type="checkbox"/> TERMINATE (Complete Sections B, H) This terminates the agreement dated _____.	
	I have read and understand this Remote Work Agreement, understand its provisions and, by signing below, agree to be bound by this agreement.	
	Employee's Signature	Date
	Supervisor Signature	Date

**Remote Work Agreement for Classified Employees**  
**CSEA Positions with the Option for Consideration of Remote Work**

- Accountant
- Accounting & Budget Analyst
- Accounting Specialist
- Accounting Technician I
- Accounting Technician II
- Accounting Technician III
- Accounting Technician III, Mandated Costs
- Accounting Technician III, Student Body Accounting
- Benefits Technician
- Database Specialist
- Information Technology Specialist IV
- IT Project Manager
- Payroll Technician
- Payroll/Benefits Technician
- Purchasing Technician
- Purchasing Technician Lead
- Research and Data Analyst I
- Research and Data Analyst II
- Research and Data Analyst III
- Research and Data Analyst IV/Database Administrator
- School Secretary I\*
- School Secretary II\*
- School Secretary III\*
- Senior Systems Engineer
- Student Information System Specialist
- Student Information/Data Base Analyst
- Systems Engineer
- Translation Services Specialist\*
- Web Content/Social Media Specialist

\*Only when school is not in session (e.g., Spring Break, Winter Break).

## Remote Work Agreement for Classified Employees Annual Review

Remote Work Agreement Date:	Annual Review Date:
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☐ This Remote Work Agreement will be modified, and a new agreement activated using the MODIFY option. The modified agreement will supersede prior agreements.

☐ The Remote Work Agreement has been reviewed by the Employee and Supervisor. There is no change from the previous year. The Agreement remains unchanged and in effect.

☐ The Remote Work Agreement has been reviewed by the Employee and Supervisor and will be terminated effective \_\_\_\_\_.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date