

REMOTE WORK REQUEST AGREEMENT

As a condition of this remote work agreement, I acknowledge and agree to allow SLCC to engage in the monitoring of my e-mail, and electronic review of my work, unannounced visits, or inspections at my designated alternate work site during normal business hours, and/or any other method used to adequately document and judge my work product and performance.

Employee's participation as a remote work employee is voluntary and is available only if employee is deemed eligible at the discretion of the supervisor. Remote work at an alternate work location is not an entitlement or benefit of employment. Employees will continue to fulfill the duties described in their job description. Additional duties and tasks will be assigned by the Supervisor as needed. SLCC will not be held responsible for costs, damages, or losses resulting from cessation of participation as a remote worker. This agreement is not a contract of employment and may not be construed as one.

I have read and understand this Agreement and the Remote Work Policy and Processes and Procedures document and agree to abide by and operate in accordance with the terms and conditions described. I agree that the sole purpose of this agreement is to regulate remote work and that it does not constitute an employment contract or an amendment to any existing contract and may be cancelled at any time. I agree that, among other things, I am responsible for adhering to any agreed-upon work schedule, furnishing, and maintaining my alternate work site in a safe manner, employing appropriate security measures, proper maintenance of SLCC equipment, damages to SLCC equipment resulting from gross negligence, damages or loss to my personal equipment, cost of local phone calls, and protecting SLCC and state assets, information, and systems. Employee violations of any of the terms outlined in this agreement shall result in the revocation of the employee's remote work arrangement privileges and may result in disciplinary action up to and including termination of employment. Revocation can also be determined at the discretion of the supervisor based on decreased productivity, employee repeatedly not available, or other criteria of the work expectations are not being met.

Employees may not use the College's grievance procedure to grieve a decision on a request for remote work.

Required Guidelines for telecommute arrangements:

1. **Only designated employees are eligible for telecommuting in the capacity noted on their remote accessibility form.** _____ (Employee Initials)
2. **Documentation required** consist of an established work schedule, SLCC assets that will be utilized during telecommute, SLCC information systems, software and other platforms to be accessed from the employee's residence or alternate work site, job duties to be performed, manner and frequency of communication signed off by employee and supervisor, and indications of how performance and productivity will be measured, and the method of tracking for hours worked. _____ (Employee Initials)

3. **Not all positions are suitable for remote work, and not all eligible employees will be suitable for remote working.** Suitability for remote work is based upon the individual employee as well as the employee's position. Supervisors are encouraged to consider the following factors when considering a request for remote work: _____ (Employee Initials)
 - a. Position has tasks which are portable and can be performed away from the main worksite.
 - b. Position requires limited face-to-face interaction with managers, colleagues, students, subordinates, or other customers.
 - c. Employees possess a high degree of skill and knowledge of the job.
 - d. Employee demonstrates satisfactory performance, including but not limited to, being successful in meeting goals, objectives, timelines, and deadlines.
 - e. Employee is an independent worker needing minimal supervision.
 - f. Employee is an effective communicator.
 - g. Employee is computer-literate and has a designated space to work at home, such as a home office.
 - h. Employee's work can be monitored with quantifiable tasks, quantity, and quality measures.
 - i. Excellent level of service can be maintained without hardship on students, colleagues, visitors, and other customers.
 - j. There are sufficient resources available for the department to support requests to telecommute; and
 - k. Remote work arrangement is a key factor in securing a desirable candidate who meets the above criteria.
4. A remote work employee shall be as available for communication and contact during the scheduled remote work time as s/he would be if working at the primary work location. While work schedules may vary for an 8-hour day, employees are expected to be available during core work hours 10am-3:00pm, unless specifically approved by the Vice Chancellor and when required the Chancellor. _____ (Employee Initials)
5. Supervisors may require employees to report to the primary work site if business needs require it. Required in person attendance supersedes any remote work schedule, thus the employee is not entitled to shifting remote days or hours to accommodate the loss of remote workday due to an in-person meeting. Refusal by the employee to do so will be considered insubordination and subject to disciplinary action up to and including termination and revocation of remote work. _____(Employee Initials)
6. Employees are expected to attend all assigned meetings related to the performance of their job held on a remote work day. Mileage is not reimbursable for being asked to report to the primary work site on a remote workday. _____ (Employee Initials)
7. In-person business meetings with colleagues, students, or other customers shall not be held at the remote work site. _____ (Employee Initials)
8. Remote work shall not be used for childcare or adult care, to perform personal business during work hours, to have time to work at other jobs, or for any purpose for which leave should be requested. Employees must take leave as appropriate when not performing official duties during scheduled work hours. _____ (Employee Initials)
9. Should circumstances arise whereby the remote worker cannot work at home or the remote domicile (e.g., loss of electricity or internet, etc.) the employee must contact his/her supervisor, and s/he will require reporting to the primary work location or use of appropriate leave. _____ (Employee Initials)

10. Injuries sustained by the employee while at his/her remote work location and in conjunction with his/her regular work duties are normally covered under SLCC Worker's Compensation policy. Employees are responsible for notifying SLCC of such injuries in accordance with SLCC safety and workers' compensation procedures. The college is not responsible for any injuries to family members, visitors, and others in the employee's home workspace. _____ (Employee Initials)
11. The remote worker should not change the regular days and hours that are expected or designated for work. An editable tracking spreadsheet must be maintained for the telecommuter confirming hours for the day in the departmental file designated for tracking. If a remote employee will be performing work outside of the employee's normal workday and hours, those workdays and/or hours must be set forth in the Remote Work Agreement. If it is found that the employee is not performing work during the remote work hours, the Remote Work Agreement may be revoked, and the employee may be subject to disciplinary action up to termination as appropriate. _____ (Employee Initials)
12. Employee attest that the remote work domicile is safe and provides an adequate work area. _____ (Employee Initials)

**** This remote work document must be completely executed prior to remote work being authorized by the immediate supervisor and must also include authorization by the second level supervisor.**

Any exception to this policy requires the signature of the respective Vice Chancellor and the Chancellor.

Employee Name: _____ Employee ID: _____

Primary Work Site(P): _____ Remote Work Site(R): _____

Weekday	Work Hours	Lunch Period	Location (P or R)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Notate all SLCC information systems and software that will be accessed from the employees residence or designated remote work site:

Supply a copy of the employee's signed job description along with the remote work agreement, specify any assigned job duties that cannot be performed away from the primary work site:

Describe how productivity will be monitored utilizing a SharePoint document or a Microsoft Teams file, the frequency of logging must be updated daily.

Provide a list of all SLCC assets to be used at the employee's residence or other designated remote work site. The following must be included:

Asset Name:	State Tag Number	Serial Number	Additional Notes

Remote Work Effective Date: _____ **Remote Work End Date:** _____

**** Remote Work form must be renewed on an annual basis.**

Employee Signature

The request for telecommute is:

☐ Approved

☐ Denied

Immediate Supervisor Signature

2nd level Supervisor Signature (if applicable)

Vice Chancellor

Executive Director HR (Required)

Chancellor (if applicable)

(A copy of the Telecommuting Work Agreement must be provided to the employee and the SLCC - Office of Human Resources)