



Remote Work Agreement

Employee Name: _____ **Employee ID:** _____

Job Title: _____ **Department:** _____

This Remote Work Agreement is intended to ensure both supervisor and employee have a clear, shared understanding of the employee’s ongoing voluntary alternative work arrangements. Each arrangement is unique depending on the needs of the employee, supervisor, position, department, and the District. This agreement is not a contract and does not provide contractual rights to continued employment or to remote work. This Agreement may be rescinded by either party with seven days written notice.

Space, Equipment, and Technology Access

The employee has reviewed the attached Checklists and agrees that the Remote Work location is safe, ergonomically suitable, free from distractions, and allows for maintaining appropriate confidentiality of records and information. The employee agrees to immediately report, to their supervisor, any job-related accidents occurring during established work hours to facilitate timely reporting. Any specific equipment needs at the Remote Work location should be discussed with your supervisor. All information technology guidelines should be followed to ensure the safety and security of data.

Work Schedule

Below is the agreed upon work schedule. All hours are exclusive of unpaid meal breaks. The designation of the established work week shall not preclude the unit member and supervisor from mutually agreeing to a temporary alteration of the work schedule.

9/80 work schedule, consisting of nine consecutive hours per day, 80 hours per two weeks consisting of eight 9 consecutive hour days and one 8 consecutive hour day.

36/4 work schedule, consisting of four 9 consecutive hour work days and one 4 consecutive hour workday as follows: Monday through Thursday 9 consecutive hours a day, 4 consecutive hours on Friday.

4/40 work schedule, consisting of 4 days per week, 10 consecutive hours a day.

5/40 work schedule, 5 days per week, 8 consecutive hours a day.

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time In							
Time Out							
Location							
Break Times							

Alternate Work Location and Contact Information

Address: _____

Employee Phone Number: _____

Agreement Review

1. Remote Work Agreements will be reviewed, at a minimum, on an annual basis, but may be reviewed more frequently as deemed necessary by the supervisor.
2. New Remote Work Agreements will be reviewed at thirty (30) day intervals during the first ninety (90) days, which is intended to provide both the employee and their supervisor an opportunity to review and evaluate the effectiveness of the Remote Work Agreement.

Alternate Work Location Safety Rules and Practices

Employees working in an alternate work location are required to adhere to all district safety rules and practices. I agree to the following:

Physical Workspace

- Alternate work location is kept free of trash, clutter, and flammable liquids.
- Flooring (carpet, vinyl, hardwood, etc.) is securely attached to the floor and free of frayed or worn seams.
- Furniture is stable and free of defects such as splintered wood or sharp edges that could compromise safety.
- Phone lines, cables, electrical cords, and other trip hazards are placed away from heat sources and foot traffic.
- File cabinets, bookcases, etc., do not present a tipping hazard.
- Adequate temperature control and ventilation are present.
- First Aid supplies are readily available.

Electrical Safety

- The electrical system is adequate for office equipment.
- Sufficient electrical outlets are accessible and close to the equipment.
- Computer/electrical equipment is plugged into a surge protector.
- Electrical plugs, cords, outlets, and panels are in good condition with no exposed/damaged wiring.
- Surge protector(s) are plugged directly into a wall outlet(s).

Ergonomics/Wellness

- Lighting is sufficient for reading or working on the computer.
- The chair is sturdy and free from safety defects, i.e., loose wheels, legs, and other parts.
- Chair seat adjustable to a comfortable upright position to allow seating with feet flat on the floor.
- The keyboard and mouse are positioned to eliminate reaching and allow the wrist to be in a straight, natural position.
- The keyboard and mouse are situated at elbow level.
- The height of the work surface accommodates the employee so that it does not contact the top of the employee's legs.
- Workstation, chair, and other equipment are positioned ergonomically correctly and comfortably for the employee's legs.
- The topmost line of the monitor screen is slightly below eye level. Monitor height set, so head tilting is not required.
- I have reviewed the ergonomic information posted on the Risk Management website <https://intranet.rscgd.edu/Safety-Risk-Management/Pages/Ergonomics.aspx>

Fire/Emergency Safety

- Maintain primary and secondary evacuation plans for emergency exits in the event of a fire.
- Working smoke and carbon monoxide detectors and a multi-use fire extinguisher that employees can use are present.
- All portable heat source(s) are located away from combustibles and flammable items.
- Staircases that must be traveled while working are well lit, free from obstruction, and allow for secure footing on each step.

Remote Work Data Security

Remote work requires some additional responsibility to ensure device and data security. I agree to:

1. Use my District provided computer or devices. District provided computers are professionally maintained with regular operating system and application updates, and advanced malware and adware protection software.
2. Not to use any personal accounts for District business. All district document creation and email will be done using the District's provided email accounts and district licensed productivity and enterprise software. I understand that using personal accounts for District business makes those accounts discoverable and in scope for public records requests.
3. Save any District work on District provided cloud or network storage locations.
4. To protect and secure all District data.
 - a. Not to print any documents with FERPA protected information.
 - b. Not transport or save any District data on a thumb drive, portable hard drive, or any unsecured device.
 - c. Not leave any District information (e.g. open on a computer screen or printed documents) unattended.
 - d. To secure any District information that has been printed in a locked file cabinet or drawer.
 - e. To shred or destroy any District information that has been printed.
 - f. Not to discuss or provide any specific District data with non-District persons.
5. Ensure privacy when discussing District business via phone or virtually (e.g. Zoom, Teams, etc.). Confirm that there is no one in the immediate vicinity, and close all doors before initiating voice communications.
6. Use multi-factor authentication (MFA), which protects user identity by requiring two forms of authentication.
7. Not share accounts, login information, or allow a family member or other person residing in the household to work on any system used for District work using my account or any District issued account, or to work on a District provided device.
8. Enable a screen lock on the computer. This is to ensure that other persons living in the household can not view or alter data if the computer is left unattended and unlocked. It is suggested that a password protected screen lock is used after fifteen (15) minutes of inactivity.
9. Ensure the computer or device is physically protected, and in a secure location. It is recommended that computers and devices be stored in a locked room, and that personal devices (e.g. phone, tablet) are always under my control.
10. Ensure the wireless router and network are secure. Replace the default router administrative password with a strong password on the router configuration interface, and ensure the router's firewall is active. Update the router software regularly. Configure the wireless network to use a secure protocol. If the router supports WPA3, use this protocol, otherwise select WPA2. Remember that the Wi-Fi password should be strong, and that password length is the most important factor when creating a strong password.

Acknowledgement

- I have reviewed and understand the Remote Work Agreement Administrative Regulation
- I have completed all required training to perform my job remotely.
- I will contact my manager/supervisor if I have any concerns regarding ergonomics or alternate work location safety issues.
- I will immediately provide written notice to my manager/supervisor of any change in location or condition of my alternate work location.
- I will utilize the same IT requirements, safety rules and habits applicable to my duty station whenever at my alternate work location.
- I will follow district procedures for reporting of work-related illness or injury occurring at my alternate work location.
- I understand my role to protect the district's information, equipment's, software, and hardware.
- I understand in unusual circumstances must be discuss with my supervisor.
- I have the required communication and collaboration tools needed for me to perform my work. Examples listed below:
 1. Zoom
 2. Teams
 3. Email - Outlook
 4. Cranium Café
 5. Jabber
 - 6 Other:

List any District equipment loaned to me:

I agree to return this equipment in the same condition in which it was received and I will assume all financial responsibility for damage or theft to this equipment while the equipment is under my care, custody, and control. In the event that the equipment is damaged or stolen, I agree to notify the district immediately and to abide by the directions given by the district at that time. I will not allow other individuals to use this equipment.

Supervisor and employee agree to the terms and policies of the Remote Work Agreement.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

**Vice President/
Assistant Vice Chancellor
Signature:** _____ **Date:** _____