

Policy 460 REMOTE WORK

**APPENDIX B
Remote Work Agreement**

Name:	
Position:	
Typical Onsite Location:	
Onsite Schedule:	
Exempt Status:	

Remote Work Start/End Dates:	
Remote Work Schedule:	
Remote Work Location:	
District Provided Equipment:	
Employee Provided Equipment:	

Other Notes:	
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The employee agrees to all of the following conditions. The employee

1. Will remain accessible and productive during scheduled work hours.
2. Will report to the employer's work location as necessary upon directive from his or her supervisor.
3. Will communicate regularly with his or her supervisor and co-workers, which includes a weekly written report of activities, if requested.
4. Will comply with all district rules, policies, practices, and instructions that would apply if the employee were working at the employer's work location.

5. Will maintain satisfactory performance standards, and a safe and secure work environment at all times.
6. Will report work-related injuries to human resources as soon as practicable.
7. Will ensure that equipment will not be used by anyone other than the employee and in accordance with district policy.
8. Will not make any changes to security or administrative settings on the district equipment.
9. Understands that all tools and resources provided by the district shall remain the property of the district at all times.
10. Agrees to protect district issued tools and resources from theft or damage and to report theft or damage to his or her supervisor immediately.
11. Agrees any denial or termination of a remote work assignment may not be considered to be a form of discipline and is not adverse employment action.
12. Understands that all terms and conditions of employment with the district remain unchanged, except those specifically addressed in this agreement.
13. Understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

Non-exempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices. Non-exempt employees will obtain supervisor approval prior to working unscheduled overtime hours.

Employee Signature and Date

Supervisor Signature and Date

Human Resources Signature and Date