

Telecommuting Agreement

This Telecommute Work Agreement should be used in all instances where management has determined that work may temporarily be performed from home or an alternate location.

Note that having successfully engaged in a Telecommuting Agreement, does not require RCC (management) to agree to any future remote work. This agreement must be signed and approved by the employee's supervisor and the area VP.

General Work Arrangement

This Agreement is between Randolph Community College ("RCC") and _____ ("Employee") to establish the terms and conditions for performing work at an alternate work site and must be approved by your supervisor and area Vice President with notification to RCC Human Resources.

This agreement begins on _____ (date) and **RCC may alter or end the Telecommuting Agreement at any time at its discretion.**

Employee's telecommuting day is (specify day of week) _____

(Maximum 8.5 hours per week. 8.5 hours cannot be split among days).

While telecommuting, Employee will:

1. Remain accessible during the remote work schedule;
2. Check in with the 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;
5. Request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee's regular work location.

Employee's duties, obligations, responsibilities, and conditions of employment with the College 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 regular College work site. The supervisor reserves the right to assign work as necessary at any work site.

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 telecommuting work arrangement described herein.

You acknowledge this agreement is voluntary and if your supervisor deems that the telecommuting work arrangement described in this agreement is not working effectively or as envisioned, management may at any time adjust or terminate this agreement.

Safety & Equipment; Information Security

1. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to Employee’s supervisor at the earliest reasonable opportunity.
2. Employee is responsible for providing space, telephone, printing, networking and/or Internet at the telecommute location and shall not be reimbursed by the employer for these or related expenses.
3. If you will be using an electronic device to access College information, you must follow the Acceptable Use policy as you would in the workplace. You are responsible at all times for the access, use and security of all information. If you need to access the Colleague system you must have an RCC issued device.
4. Employee agrees to protect College-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure.
5. Employee agrees to report to Employee’s supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
6. With reasonable notice and at a mutually agreed upon time, the College may make on-site visits to Employee’s remote work location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of College property, and to maintain, repair, inspect, or retrieve College property.
7. Employee shall protect student identifying information in both electronic and paper format.

By signing this agreement, you are confirming you have read, understood and will comply with all provisions listed above. If your supervisor determines that the telecommuting arrangement described in this agreement is not working effectively or as envisioned, the agreement may at any time be adjusted or terminated.

Employee Signature

Date

Supervisor's Signature

Date

VP’s Signature

Date

President’s Signature

Date

This signed Agreement will be added to the Employee’s personnel file. The employee and the supervisor should each keep a copy of this Agreement for future reference.