

Employee (COVID-19) Short-Term Telecommuting Remote Work Request

** Please note that prior to approving a remote option, the supervisor should discuss technology and user support needs/issues with Information Technology (IT) by calling 269-488-4451.*

Employee Information

Name: _____

Job Title: _____ Department: _____

Valley Number: _____

Location

Address of requested designated remote worksite: _____

Reason

The employee agrees to work at the designated site during the hours specified in the agreement as defined below. Any change must be approved in advance by the supervisor.

Requested Terms of Remote Work Agreement

Start Date: _____ Anticipated End Date: _____

Work hours are specified below. Any change must be approved in advance by the supervisor.

Days employee will be remote	# of Work Hours
-------------------------------------	------------------------

Sunday	_____ to _____	_____
Monday	_____ to _____	_____
Tuesday	_____ to _____	_____
Wednesday	_____ to _____	_____
Thursday	_____ to _____	_____
Friday	_____ to _____	_____
Saturday	_____ to _____	_____

Non-exempt employees are subject to FLSA regulations. Any hours worked over 40 in a workweek must be authorized in advance by both the immediate and Cabinet-level supervisor in writing, and the employee must be paid overtime. Non-exempt employees must accurately record all time worked each week on a "Remote Work Activity Log" sheets as well as continue web-time entry practices. The supervisor will maintain a record of actual hours worked.

The remote employee may or may not be expected to attend meetings, training sessions or similar events as required by the supervisor.

Schedule of Standing Meetings

Meeting Day	Time	Location	Title/Purpose	Frequency

Attendance

Employees must obtain both immediate and Cabinet-level supervisor approval before taking any leave in accordance with established procedures (i.e. the Request for Approved Absence Form).

Employee Responsibilities and Obligations

- All job responsibilities and conditions of employment apply as if the employee were working at the primary worksite.
- Employees will comply with all College rules, policies and procedures that would be in effect if the employee were working at the primary worksite. Employees must notify their supervisor immediately of any situation that interferes with their ability to perform their jobs.
- Work developed or produced during remote work away from the primary worksite remains the property of the College.
- Employees must certify that the remote work environment is safe and the same safety habits that would be used at an on-campus site are being practiced.
- Remote employees are encouraged to contact their insurance agent for any information regarding home worksites and coverage for equipment that is damaged, destroyed, or stolen.
- An employee who is in a remote agreement is not entitled to reimbursement for travel mileage to attend work meetings.
- Failure to follow policies, procedures, and practices may result in termination of the arrangement and/or disciplinary action.
- Employees are required to complete and submit "Remote Work Activity Log" sheets weekly to immediate supervisor, as well as continue web-time entry practices.

Work Details

Employee Telephone Number: _____
(where employee can be reached during remote hours; please provide home and cell)

Employee Email Address: _____
(email address from which employee will be working)

Supervisors and employees should review the following prior to entering into a remote agreement:

Summary of activities to be performed:

Remote Resources Checklist

Equipment/Furniture/Supplies	Provided by Employee	Provided by the College		Insured by the College
Telephone line		N/A		N/A
Telephone basic phone rate		N/A		N/A
Telephone calling options (voicemail, call waiting, teleconferencing, etc.)		N/A		N/A
Telephone long distance charges		N/A		N/A
Cell phone (if already provided)		N/A*		N/A
Cell phone options (email, internet access, etc.)		N/A*		N/A
Internet		N/A		N/A
Computer (CPU, monitor, keyboard)				N/A
Laptop				N/A
Scanner		N/A		N/A
Printer		N/A		N/A
Copier		N/A		N/A
Software (if on college computer)				N/A
Printer ink cartridges		N/A		N/A
Supplies				N/A
Furniture		N/A		N/A

Note: The employee is responsible for any college-owned property.

**designated personnel*

Applicable Terms

1. Workers' Compensation

The remote employee is covered by workers' compensation for an injury or illness resulting from performing official duties at the designated site. The employee must authorize access to appropriate officials at the remote site to perform safety inspections and/or investigate a workers' compensation claim.

2. Supplies and Furniture

Authorization for any additional supplies and/or furniture must be approved by the Cabinet-level supervisor prior to purchase. All purchasing needs to follow the guidelines outlined by the Purchasing Department. The employee's department may provide standard office supplies as needed.

Unless otherwise specified in the Remote Agreement, the employee will be responsible for providing furniture at the remote worksite. The College is not responsible for loss, damage, or wear of the remote employee's owned equipment and/or furniture. Repair and/or replacement costs and liability for privately owned equipment and furniture used for remote work is the responsibility of the employee.

3. Property and Equipment

Home worksite equipment shall generally be provided by the employee. In the event that equipment is provided by the College, such equipment shall be used by the employee exclusively for College business.

The employee agrees to take reasonable steps to protect any College property from theft, damage, or misuse. This includes maintaining data security and record confidentiality. The employee will comply with all copyrights and licensing agreements for all software owned by the College. Depending on the circumstances, the employee may be responsible for any damage of, or loss of, College property based on the discretion of the College.

The employee is responsible for maintenance and repair of these items unless other arrangements have been made in advance and in writing with the Cabinet-level supervisor's approval. The College assumes no responsibility for any damage to, depreciation of, or loss of the employee's personal property that may be used at home (or another remote worksite) for College business. The College may pursue recovery from the remote employee for College property that is deliberately or through negligence damaged or destroyed while in the employee's care.

The employee will return College equipment, records, and materials, upon request and/or termination of the remote work agreement. The employee may be responsible for any costs necessary to return, repair, or replace College property. If the College property is not returned upon request, at the end of a remote work situation or upon termination, the employee (or former employee) is responsible for all costs to replace any unreturned equipment.

If the employee is unable to meet work obligations due to equipment issues, the employee will notify their supervisor and may be required to travel to the workplace to perform their job functions until the issues are resolved. The employee agrees to report to their supervisor/manager instances of loss or damage to College property, or known unauthorized use or access to College systems or data.

4. Property Insurance

The College has an insurance program to insure its property wherever it is approved for use.

In the case of any damaged or lost equipment, the VP for Finance and Business must be contacted as soon as possible for assistance in filing a claim. The employee will be responsible for any college property that is lost or damaged. Personal property used in connection with College employment is not covered under the College's insurance policy and should be covered by home or rental insurance. The College is not liable for personal property.

5. Data Security

Employees may find the need to take College confidential information off-site to remote location in either paper or electronic form. In order to ensure the security and confidentiality of sensitive information, employees must take appropriate safeguards to protect the integrity of data and prevent unauthorized disclosure such as by not sharing passwords with others or implementing screensavers.

External computers that are used to administer College resources or access sensitive information must be properly configured and secured. Employees are required to connect to the College's network through the Virtual Private Network (VPN), have personal firewall software installed, and be running current virus protection software. Contact Information Technology to ensure proper configuration and security.

When accessing sensitive data remotely, it is prohibited to store sensitive data (such as Social Security Numbers, student records, credit card numbers) onto local hard drives, floppy disks, or other external media (including laptops and smartphones). Employees should periodically save files to a server that is maintained by the College.

All employees must follow all College policies and procedures relating to the security and integrity of sensitive data.

The remote employee will protect College information from unauthorized disclosure or damage and will comply with federal, state and College rules, policies and procedures regarding disclosure of public and official records. Work done at the employee's remote site is regarded as official College business. All records, documents and correspondence, either in paper or electronic form must be safeguarded for return to the College. Release or destruction of records should be done only in accordance with College policy and procedure and with the knowledge of the employee's supervisor. Electronic/computer files are considered College records and shall be protected as such.

6. College Records and Files

All College records and files temporarily stored at a remote location remain the property of the College. Products, documents and records that are used, developed or revised must be copied and/or returned to the College when requested, at the end of the remote agreement and/or at the termination of employment.

The employee will protect all confidential College documents from unauthorized access.

7. Personal Property Liability

The College will not be liable for damages to the remote employee's property resulting from the remote agreement.

Termination of Agreement

By signing this agreement, I state that I have read and understand the remote guidelines and remote conditions and agree to the terms and conditions set forth by this agreement. I believe that my work can be completed within the above schedule and location with no loss of customer service or disruption to others in my department, the College or external customers. I understand that it is my responsibility to make my remote arrangement a success. A supervisor or other staff member may terminate or modify the arrangement at any time within the guidelines of contractual obligations (if applicable).

I agree with the conditions for use of College equipment, furniture, and/or data and the nature of the equipment, supplies, and expenses to be provided for or paid for by the department as outlined in this agreement.

Employee Signature

Date

Employee Name (printed/typed)

Supervisor Signature

Date

Supervisor Name (printed/typed)

Cabinet-Level Supervisor Signature

Date

Cabinet-Level Supervisor Name (printed/typed)

If not approved at either level, please return to employee and discuss reason and options.

Please send completed and signed form to: Vice President for Human Resources for review and approval.