

**Classified Remote Work Agreement**

Approved requests to work remotely require completion of a Remote Work Agreement prior to the commencement of remote work.

Approval Date: Click or tap to enter a date.

Expiration Date: Click or tap to enter a date. (Hybrid/Fully Remote only; must be reviewed annually)

**Employee Information**

Employee Name: Click or tap here to enter text. 900# Click or tap here to enter text.

Department: Click or tap here to enter text. Supervisor: Click or tap here to enter text.

**Type of Request Approved**

[ ]  Emergency/As-Needed Remote

[ ]  Temporary Remote from Click or tap to enter a date. to Click or tap to enter a date.

[ ]  Hybrid Remote Schedule

|  |  |  |
| --- | --- | --- |
| **Day** | **On Campus Schedule** | **Off Campus Schedule**  |
| **Monday** |  |  |
| **Tuesday** |  |  |
| **Wednesday** |  |  |
| **Thursday** |  |  |
| **Friday** |  |  |

[ ]  Fully Remote Schedule

|  |  |
| --- | --- |
| **Day** | **Work Schedule**  |
| **Monday** |  |
| **Tuesday** |  |
| **Wednesday** |  |
| **Thursday** |  |
| **Friday** |  |

**Worksite Address and Phone Number**

I will be working at the following location(s) during the time that this agreement is in effect. I understand and acknowledge my responsibility to notify the District in advance of any worksite change and within twenty-four (24) hours of a change in an emergency circumstance.

Click or tap here to enter text.

Please describe the specific space to be utilized as dedicated workspace at the worksite(s).

Click or tap here to enter text.

I can be reached during my scheduled workday at the number below and acknowledge that this number will be published in the campus phone directory to ensure that I am accessible during remote work periods. Click or tap here to enter text.

**Expectations**

Supervisors and employees should work together to complete the sections below in an effort to create clear and aligned expectations regarding the implementation of this agreement.

**Scheduling** - Please describe any scheduling modifications that are necessary for the employee and/or department in order to accommodate this request. For example, will schedules or lunch breaks need to be adjusted to ensure coverage with less people working on-site.

Click or tap here to enter text.

**Duties** – Please describe any modification of duties that is necessary for the employee and/or department in order to accommodate this request. For example, if the remote employee will no longer be responsible for helping to answer incoming phone calls, should another task be reassigned to the remote employee that on-site employees may now have less time for.

Click or tap here to enter text.

**Productivity** – Please outline expectations regarding the employee’s productivity during remote work time. For example, will the time be utilized for completion of specific tasks? Are there specific things the employee should not work on remotely? What are the expectations regarding response times and accessibility? What concerns might come up in the future that can be clarified now?

Click or tap here to enter text.

**Implementation Requirements**

[ ]  Online training modules completed Click or tap to enter a date.

[ ]  Reviewed and provided a copy of Setting Up a Remote Workspace Guidance

[ ]  Review and provide a copy of AP 7237

[ ]  Review and provide a copy of the FRC Information Security Plan

[ ]  Completed Safety and Ergonomic Checklist

[ ]  Internet access/suitable technology confirmed

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Supervisor Signature Date

**Confirmations**

I understand that I have been approved for a voluntary remote work arrangement and confirm my understanding of the following:

[ ]  This arrangement is subject to the requirements of Administrative Procedure 7237 at all times.

[ ]  Approved requests to work remotely may be modified or revoked at any time at the discretion of the District. Efforts will be made to provide as much advance notice as possible however, the District retains its right to require that I report to work on premises at its discretion and without notice.

[ ]  I am subject to the same laws, regulations, policies, procedures, collective bargaining agreements, and handbooks (as applicable) that govern the employment relationship and work performance on-campus when I am working remotely.

[ ]  I will make my supervisor aware of any modification to my typical work schedule when I am working remotely, just as I would when working on-site. For example, flexing hours to attend a mid-day appointment.

[ ]  Consistent with the District’s information security policies and procedures, I am responsible for ensuring the security of protected information I may access or possess while working remotely.

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Employee Signature Date

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Human Resources Date

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Administrator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President Date

**Safety and Ergonomics Checklist**

The following checklist must be completed for all remote work sites and reviewed upon renewal of the agreement. All items must be assessed by the employee as being satisfactory.

I certify the following as it relates to the remote workspace located at Click or tap here to enter text..

[ ]  There are an adequate number of electrical outlets to support equipment in the work area.

[ ]  Electrical cords are not frayed or otherwise damaged and extension cords are not used as a permanent source of electricity.

[ ]  Computers, peripheral equipment, and similar devices are connected to surge protectors.

[ ]  There is a functioning smoke detector placed near the work area that has been recently tested for operation and will be tested monthly.

[ ]  A fully charged 2A10BC fire extinguisher is on-premises and easily accessible to me in my remote workspace (located within 10 feet).

[ ]  There is more than one way to exit the remote workspace.

[ ]  There is a fully stocked first aid kit on-site.

[ ]  The work area is uncluttered and free of tripping hazards. Equipment and furniture have been properly secured to prevent falling.

[ ]  The work area has adequate lighting.

[ ]  Potentially hazardous chemicals are not stored in or around the work area.

[ ]  When seated at my workspace, forearms and wrists can be parallel to the floor and upper arms resting at sides when at the keyboard/work surface.

[ ]  When seated, thighs are parallel to the floor, feet are supported and heels are on a flat surface.

[ ]  There is at least 2” of clearance between the legs and the work surface.

[ ]  The top of the computer monitor is in a position that does not require me to tilt my head forward or backward to view; my head and neck rest in a natural position while working.

[ ]  The chair being utilized provides adequate lumbar support.

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Employee Signature Date

**Setting Up a Remote Workspace**

A home office should be in a safe, efficient, comfortable and appropriately professional location. Observe your patterns of movement in and around the work area and avoid high traffic areas of the home.

Primary considerations:

* Desk or table – should be sturdy and able to support the weight of technology equipment and comfortable to work at for extended periods.
* Chair – Intended for extended use and should include an adjustable seat and appropriate lumbar support.
* Lighting – Work lighting should be directed toward the side or behind the line of vision. Bright light sources can diminish the sense of contrast. Overhead lighting is optimal for office work and computer operation.
* Electricity – Avoid overloading circuits. There should be enough power outlets to support the equipment utilized and equipment should be positioned near outlets. Cover interconnecting cables and/or place them out of travel paths. Use a surge protector to connect all electronic equipment whenever possible and ensure electrical outlets are grounded.
* Noise – Avoid and keep distracting sound minimized. Use doors and/or room dividers to control external noises. Consider on-site work when uncontrollable external noise sources impact the performance of your work.
* Protecting technology equipment
	+ Position away from sunlight and other heat sources
	+ Place on well-ventilated surfaces and leave space around the item
	+ Dust frequently
	+ Do not eat or drink near equipment
	+ Keep magnets, phones, fluorescent lamps, and electrical motors away from equipment