



Remote Work Policy Agreement

The purpose of this agreement is to clarify the terms and conditions under which an employee will be allowed to participate in a Remote Work Policy with Westchester Community College. Please read this Agreement carefully and discuss it with your supervisor and/or a representative from the Office of Human Resources if you have questions.

Employee Name: _____
Job Title: _____

Both the supervisor and the employee understand that this Remote Work Policy is a voluntary option and can be discontinued at either party's request with no adverse repercussions (unless it is a requirement of the position in the job description.)

Both the supervisor and the employee have read and understand the Remote Work Policy and agree to the duties, obligations, responsibilities, and conditions for remote-work described in this document.

The employee agrees to be responsible for continuing with the regularly scheduled work hours with their supervisor, to furnish and maintain a remote workspace in a safe manner, and employ appropriate work security measures to protect College assets, information, confidential documents and systems.

A remote worker may be required to report to the official work site, with advance notice, on a remote workday to engage in functions which require an in-person presence. When a remote worker is required to report to the official work site on a scheduled remote workday, a remote worker will not be granted a substitute remote workday in return.

Westchester Community College agrees to provide the employee with the necessary information technology equipment and will maintain and repair said equipment. All of these items remain the property of Westchester Community College and must be returned on request, if the employee resigns or is terminated, or if the Remote Work Policy ends.

Participation in this Remote Work Policy is not an employee benefit intended to be available to all College employees. As such, no Westchester Community College employee is entitled to or guaranteed the opportunity to remote work, and denial of participation in this policy is not a grievable offense.

This agreement is between _____ (employee name) and Westchester Community College _____ (Department name) authorizing the employee to remote work. The following conditions for remote working are agreed to by the employee, Supervisor and Division Head.

1). Remote Work Location:

Check one:

Home office _____ WCC Extension Center _____

Address: _____

Phone Number: _____

(The employee agrees to be reachable by telephone at this number and that this number can be shared with co-workers and departmental contacts. If the employee chooses not to provide their home/cell phone number, they must make alternate arrangements with their supervisor.)

_____ The employee agrees to maintain the home workspace with appropriate safety considerations, with adequate lighting and ventilation, free from distractions, where plausible.)

Description of communication equipment at the remote work location (check all that apply):

Telephone _____ Voice mail _____

Laptop / Computer ID# _____

2). Remote work Schedule:

Remote work days (circle): Mon Tues Wed Thurs Fri Variable If

these days are not scheduled on a weekly basis, describe the remote work schedule:

Estimated number of days per month the employee will remote work: _____

Will the employee have set hours to work on remote work days? ___ Yes ___ No

If yes, what is the start time? _____ End time? _____ Lunch break? _____

A) Remote Work Policy hours to be agreed upon with the supervisor (describe): _

- The employee agrees to obtain and respond to messages, and to log into the College network to check e-mail, at least ____ X times per day while working at the remote location.
- The total number of work hours are not expected to change during participation in the Flexible Work Arrangement Program, and the employee will be responsible for documenting hours worked on remote workdays and providing this information to their supervisor.
- The remote worker agrees to come into the departmental office on a regularly scheduled remote workday when necessary and may schedule an alternate remote workday with their supervisor, if needed.

3). Typical assignments to be worked on by the employee at the remote work location:

4). College Assets to be used at remote work location (description and ID numbers):

- The employee agrees not to use any College equipment for private purposes, nor allow family members or friends access to that equipment. The employee will cooperate with the return of all College equipment and data documents when requested by their supervisor.
- The employee agrees to follow all software licensing provisions agreed to by the College.
- Westchester Community College may pursue recovery from the employee for any College-owned property that is deliberately or negligently damaged or destroyed while in the employees' care, custody and control.
- The College is not responsible for private property used, lost or destroyed.

5). College information applications or systems to be accessed from remote work location:

6). Non-College equipment, software, and data to be used at remote work location:

7). Reimbursement

There will be no reimbursements for Internet and Telephone usage. As a standard, the employee may be responsible to secure a monthly Internet agreement with an approved Internet service provider in order to dial into the College’s network to access College information systems. Employees will not be reimbursed for the monthly access fee. Most ISP’s have a flat rate, monthly fee that allows unlimited access, and these plans usually run \$20 to \$25 per month. This is the type of plan employees should obtain. There are some ISP’s that are not compatible with the College’s systems, specifically AOL and CompuServe. Employees should check with their Internet Service Provider to determine if they have a local access number, and with their telephone company to ensure their plan has a flat rate option for local calls. Otherwise, they may incur significant monthly telephone charges. As a standard, the College will not be responsible for these charges.

Westchester C o m m u n i t y College will maintain and repair College-owned equipment. Equipment needing repair or maintenance should be brought to the appropriate College department.

As a standard, Westchester C o m m u n i t y College **will not** pay for the following expenses:

- Local phone charges
- Internet Service Provider
- Maintenance or repairs of privately owned equipment
- Increased utility costs associated with the use of computer equipment or occupation of the home
- Equipment or supplies (these should be requisitioned through the College)
- Travel expenses (other than authorized) associated with commuting to a WCC worksite
- Furniture or lighting
- Construction or renovation to the home office

8). Other conditions:

The employee agrees:

- To promptly notify their supervisor when unable to perform work assignments due to equipment failure, illness, or other circumstances, and to be assigned to another project or location, in event of equipment failure.
- That all work completed and products created as a result of employment with the College are owned by the College.
- That use of sick leave, vacation, time off, or other leave credits must be approved *in advance* by the supervisor. Overtime to be worked *must be approved in advance* by the supervisor.
- That no College business meetings with non-College employees will be held at a home telework location.
- To perform their assigned duties at the remote work location for the scheduled telework day.
- To participate in any College sponsored virtual training.
- To participate in any College evaluation of the virtual program.
- That participation in the Remote Work Policy is not to be viewed as a substitute for dependent care, and to make arrangements for someone to care for children or other dependents so that the employee is fully able to complete work assignments when teleworking.

Failure to comply with the above provisions may result in charge of leave, loss of pay, termination of participation in the program, or disciplinary action, as warranted, based on the situation.

Westchester Community College -work-related injuries under our state's Workers Compensation laws, will be handled according to the normal procedure for Worker's Compensation claims.

Employees are advised to contact their insurance agent for information regarding home worksites.

Employees will be responsible for ascertaining if there are any income tax implications of maintaining a home office area. Westchester Community College will not provide tax guidance or assume any additional tax liabilities. Program participants should consult with a qualified tax professional if there are any questions in this area.

Additional conditions agreed upon by the employee and the supervisor:

Employee Signature page

I, _____ have read and understand the College's Remote work agreement and agree to the conditions detailed in this agreement. I also agree to review and comply with other applicable College policies including guidelines for computer use, data confidentiality and security.

This Agreement will be regularly reviewed by the employee and the supervisor (at least once a semester). It may be terminated by the employee or the supervisor at any time if the arrangement is unsatisfactory, or negatively impacting job performance.

You Must include a start date and return date.

Remote work will begin on:
Remote work will End on:
Agreement will be reviewed on:
Employee signature:
Date:
Supervisor's signature:
Date:
Department Head/Vice President signature:
Date:
Director of Human Resources Signature:
Date: