**Request to Work Remotely**

**(For COVID Exception)**

**Reason for requesting to work remotely:**

Lack of Childcare\*\_\_\_\_\_\_\_ Increased Risk for Self\*\_\_\_\_\_\_\_ Increased Risk for Family Member\*\_\_\_\_\_\_\_

*\*Please attach any documentation related to your request that will support your request.*

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Employee Name Position Title Department

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

Supervisor Name Position Title Division

**Physical Remote Work Location**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address City State Zip Code

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

Phone for Remote Work Location Email Address

**Duration of Request for Remote Work Assignment**: (End date can be no later than May 19, 2021**)**

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

Start Date End Date

**Work Schedule:** (*If approved to work remotely, you may be approved to work remotely in full or partial week depending on the departmental/college’s need for personnel on hand. Those with supervisory duties may or may not be approved for the remote work option depending on the needs of the supervisor’s department/college. Part time employees working less than 10 hours per week may not be granted approval to work remotely.*)

Please indicate your requested remote schedule below:

In Office Day(s)(if applicable): M T W Th F S Su (Please circle) # Work Hours per Week \_\_\_\_\_\_\_\_\_

In Home Day(s): M T W Th F S Su (Please circle) # Work Hours per Week \_\_\_\_\_\_\_\_\_

 **Total Work Hours per Week**: \_\_\_\_\_\_\_\_

**Remote Worksite Space and Internet Connection**:

Does employee have a designated workspace conducive for work? Yes\_\_\_\_ No\_\_\_\_

Does employee have reliable access to the Internet? Yes\_\_\_\_ No\_\_\_\_

**College Provided Equipment**: (See the Policy 2.5 – Information Technology Acceptable Usage) Please indicate below which College-provided equipment you plan to use remotely:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Failure to comply with the terms of this request form may result in termination of the remote work assignment, and/or appropriate disciplinary action. Approval of this request will be evaluated based upon the needs of the college.

*I agree to abide by the terms stated on this request to work remotely form. I understand that approval to work remotely is a temporary assignment and may be modified or terminated at the discretion of the college, and/or if circumstances change during the approved remote work period. I have exhausted all options available and request this accommodation as a final recourse.*

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

Employee Date

**Please submit your signed request with required documentation to the Human Resources (Attn: Kelli Fleck).**

**Approved by:**

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

Supervisor Date

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

Vice Chancellor Date

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

Chancellor Date

 Approved Approved as Revised

**(Please complete, print, and submit only the first two pages of this request)**

**Remote Work Procedure**

**(Please review carefully and keep for your reference)**

**Confidentiality/Security**

The Employee will:

1. Apply approved safeguards, in accordance with college policy, to protect college information from unauthorized disclosure or damage;

2. Use a secure remote access procedure to access the college’s systems;

3. Maintain regular anti-virus protection and appropriate computer backup and that the employee will not download the college’s confidential information onto a non-secure device;

4. Comply with federal, state, and college policies and procedures regarding the disclosure of public and official records. Work done at the employee’s remote worksite is regarded as official college business. All records, documents, and correspondence, in written or electronic form, must be safeguarded for return to the college. Release or destruction of records should be done with the knowledge of the employee’s supervisor and in accordance with applicable college policy and procedure. Electronic/computer files are considered college records and shall be protected as such; and

5. Maintain appropriate passwords on the college’s system, and equipment, and will not share passwords to the college’s system or equipment with anyone else, including family members, unless required to do so by the college or by applicable law.

**Work Standards/Performance**

The Employee will:

1. Comply with all federal and state laws and applicable college policies and procedures when working remotely;

2. Meet weekly with the supervisor to receive assignments; discuss how routine communication between the employee, supervisor, co-workers, and students and prospective students is handled; and to review completed work as the supervisor deems necessary;

3. Complete all assigned work according to work procedures mutually agreed upon by the employee and the supervisor, and according to guidelines and expectations stated in the employee’s performance plan;

4. Notify the supervisor immediately of any situation which interferes with their ability to perform the job;

5. Permit the supervisor access to the remote work location during assigned work hours, if needed.

**Review of Work**

Supervisors are expected to conduct weekly reviews of the remote work employee’s work performance.

Template for Review **(***this format or other format of review that fits the employee’s responsibilities should be used to document the review*)

|  |  |  |
| --- | --- | --- |
| **Objectives/Deliverables** | **Task/Work Delivered** | **Status** |
| **1.** | Comments: | MetNot Met |
| **2.** | Comments: | MetNot Met |
| **3.** | Comments: | MetNot Met |
| **4.** | Comments: | MetNot Met |

**Hours of Work/Compensation/Benefits**

The Employee:

1. Agrees to apply themselves to their work during assigned work hours and to maintain at the current productivity and quality levels at the remote work location;

2. Agrees to obtain prior approval before working overtime and understands that while the employee will be paid for all time worked as required under applicable law, the supervisor will not accept unapproved overtime work and the employee may be subject to discipline, up to and including termination, for failure to obtain advanced approval; and

3. Agrees to follow established procedures including obtaining supervisory approval in requesting and obtaining leave approvals.

The Supervisor:

1. Agrees that procedures are in place to document the work hours of the employee while working at the remote work location and to ensure compliance with the Fair Labor Standards Act; and

2. Will discuss with the employee their status during emergencies or weather-related closings affecting the central or remote work locations;

3. All overtime hours will be compensated in accordance with applicable law and college policy.

**Safety**

The Employee:

1. Understands that he/she is covered by the college’s Workers Compensation plan for work-related injuries and illness;

2. Agrees to maintain the designated workspace within the remote work location in a safe condition, free of recognized defects and hazards (such as frayed or loose electrical wires; floor surfaces that are not clean, dry and level; damaged or ergonomically incorrect seating and furniture; improper lighting; etc.) and other dangers to the employee and any college equipment provided;

3. Agrees to bring to the immediate attention of their supervisor any accident or injury occurring at the remote work location within a reasonable period of time. The supervisor will investigate all accident and injury reports immediately following notification to determine if the injury is directly work related; and

4. Understands that workers’ compensation coverage does not apply to injuries to any third parties or members of employee’s family on the premises.

**Equipment/Liability/Expenses**

An employee provided with college equipment agrees:

1. To protect such equipment in accordance with college policies. (The employee may have a financial liability for the loss or damage of college equipment if the loss or damage results from negligence, intentional act, or failure to exercise reasonable care, safeguarding, maintenance, or service of the equipment.);

2. That college-owned equipment shall be serviced and maintained by the college or a college-approved vendor. Using a private vendor may subject the employee to disciplinary action;

3. That the college assumes no liability for damages to an employee’s personal or real property during the course of performance of official duties or while using college equipment in the employee’s residence;

4. Understands that the college assumes no liability or responsibility for operating costs, home maintenance, or any other incidental costs (e.g. utilities) associated with the use of the employee’s residence; and

5. Agrees to obtain approval from their supervisor prior to purchasing any item (out-of-pocket expenses) for use at the remote work location.

An employee will be required to return all college equipment, property, and information at the time of termination of employment, or at any other time as requested by the college.

An employee will be responsible for complying with any law (including, but not limited to, local ordinances) that may impose requirements or restrictions on conducting business from a residential location.