



## REMOTE WORK AGREEMENT

This Agreement is between Alamance Community College (ACC) and \_\_\_\_\_ (“you”) and must be approved by your supervisor, Vice President, and, possibly, the President (greater than one remote workday per week/special circumstance for positions typically not considered eligible for remote work arrangements). This Agreement supersedes any prior Teleworking Agreement in place between you and ACC. This Agreement does not change the basic terms and conditions of your employment at ACC, and you remain obligated to comply with all federal, state, and ACC policies and procedures.

Employee Name \_\_\_\_\_ Employee ID# \_\_\_\_\_

Title \_\_\_\_\_ Department \_\_\_\_\_

Supervisor \_\_\_\_\_ Vice President \_\_\_\_\_

The employee should initial each item below.

- \_\_\_ A. You agree that you will work remotely in accordance with your normal work schedule unless modified by your supervisor. ACC, at its discretion, may alter this schedule or end the Remote Work Agreement at any time, with prior notice whenever possible.
- \_\_\_ B. You agree to maintain a presence with your department while working remotely. Presence may be maintained via cell phone, email, instant messaging, video conferencing, text messaging, etc. You are expected to maintain the same response times as if you were at your regular work location. You will make yourself available to physically and/or electronically attend scheduled work meetings as requested or required by ACC.
- \_\_\_ C. You agree to forward your office phone to your home or cell phone when working remotely, and to answer calls and respond to voicemail messages promptly.
- \_\_\_ D. While working remotely, you will maintain productivity, performance, communication, and responsiveness standards. You will perform all of your duties as set forth in your job description, and/or different duties that ACC may assign from time to time.

- \_\_\_ E. You agree to maintain your expected work hours, which are \_\_\_\_\_.
- \_\_\_ F. You agree to maintain a consistent remote work schedule by working remotely on the same day each week, which will be \_\_\_\_\_.
- \_\_\_ G. You agree to designate a worksite that is preapproved by ACC and to protect the workspace from any known hazard or danger that could affect College equipment or yourself.
- \_\_\_ H. You agree to follow normal procedures for reporting illness and use leave in accordance with existing policies and procedures when working remotely.
- \_\_\_ I. You agree to maintain compliance with ACC policies and regulations while working remotely, including following ACC's approved Acceptable Use of Information Systems policy and procedures in order to ensure confidentiality and security of data.
- \_\_\_ J. If you are a non-exempt employee, you agree not to work overtime without prior approval from your supervisor, and you are required to take your rest and meal breaks while working remotely.
- \_\_\_ K. You agree to use ACC equipment only for legitimate College purposes. You agree that when you are authorized to use your own equipment, ACC is not responsible for the cost, repair, or service of the equipment.
- \_\_\_ L. You agree that ACC is not obligated to assume responsibility for operating costs, home maintenance or internet services, ergonomically appropriate and safe furniture or equipment, or other costs incurred in the use of your alternate (remote) worksite. You agree that ACC will not assume responsibility for the purchase of office supplies other than basic supplies that can be obtained from the College supply room.
- \_\_\_ M. You agree that ACC assumes no responsibility for injuries occurring in the alternate work location outside the agreed upon work hours or for injuries that occur during working hours but do not arise out of and in the course of employment. Workers' Compensation coverage is limited to designated work areas at the alternate work location. You agree to follow normal procedures for reporting injury and consent to allow ACC or its designee to inspect the workspace after a reported accident. You agree that ACC assumes no liability for damages to your real or personal property resulting from participation in the remote work program.
- \_\_\_ N. You agree that you are responsible for all travel and per-diem to and from the alternate work location to your regular work location.
- \_\_\_ O. You agree that you will demonstrate professionalism in communication and maintain confidentiality when working remotely, including professional dress and appropriate video/audio during virtual meetings.

**UNDERSTOOD AND AGREED:**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Department

**APPROVED BY:**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President Signature (if required)

\_\_\_\_\_  
Date

Please submit this original, signed agreement to Human Resources. The supervisor should provide a copy of this signed agreement to the employee and retain a copy for their records.