

# HIGHLAND COMMUNITY COLLEGE

## TEMPORARY EMPLOYEE WORK REMOTE ARRANGEMENT

Highland Community College encourages all supervisor to think creatively about how to support their employee in caring for their health and reducing the rise of exposure to COVID-19. An option is implementing social distancing by permitting some employees to work remotely, where it is determined that working remotely is appropriate and viable. Business continuity must continue regardless of the work location. While working remotely, the employee must be available during regular business hours, respond in a timely manner to inquiries, email, telephone calls, attend meetings via video conferencing, conduct business, manage projects, and effectively perform the day-to-day duties of the job.

This arrangement should be used in all instances where it has been determined that work may be performed from home or a "remote work site" as a means of social distancing for part of the work week period. This arrangement must be signed and approved by the employee and supervisor.

This arrangement is between Highland Community College and \_\_\_\_\_ to establish terms and conditions for performing work at a remote work site with the same frequency he/she is currently employed.

1. This Arrangement begins on \_\_\_\_\_. The employee understands that this Arrangement to allow working from a remote location is a temporary measure only. It will be reviewed continuously during the period in which Highland Community College engages in social distancing as a measure intended to minimize the spread of the current COVID-19 health situation.

2. Reason for request:

\_\_\_\_ Quarantine/Isolation      \_\_\_\_ Care Giver      \_\_\_\_ Other

3. Employee's remote work schedule is as follows:  
(Faculty include class and office hours schedule)

Sunday\_\_\_\_\_

Monday\_\_\_\_\_

Tuesday\_\_\_\_\_

Wednesday\_\_\_\_\_

Thursday\_\_\_\_\_

Friday\_\_\_\_\_

Saturday\_\_\_\_\_

4. Employee's regular remote work site location: \_\_\_\_\_
5. Employee's regular remote work phone number: \_\_\_\_\_
6. While working remotely, the Employee will:
  - a. Remain accessible during the remote work schedule
  - b. Check in with the supervisor to discuss status and open issues
  - c. Be available to physically attend scheduled work meetings as requested or required
  - d. Be available for video/teleconferencing
  - e. Request supervisor approval to use vacation, sick, or other leave in the same manner as when working at the Employee's regular work location.
  - f. Classified employees clock in and out as if physically working at HCC. No "off the clock" work will be permitted. Classified employees will be paid for the hours worked and not be paid any supplemental miscellaneous hours to make up for an 8 hour day/40 hour week.
  - g. Take meal breaks while working remotely the same as if working physically at HCC.
  - h. Employees should make all attempts to avoid disruptions while teaching or meeting over virtual platforms.
7. Employee's duties, obligations, responsibilities and conditions of employment with the College remain unchanged except those obligations and responsibilities specifically addressed in this Arrangement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular College location. The supervisor reserves the right to assign work as necessary at any work situation.
8. The parties acknowledge that this Arrangement may be evaluated on an ongoing basis to ensure that Employee's work quality, efficiency, and productivity are not compromised by the remote work arrangement described in this document. The employee agrees to hold the College harmless for injury to others at the remote work site.
9. Employee is responsible for providing space, telephone, printing, networking and/or internet capabilities at the telecommute location, and shall not be reimbursed by the employer for these or related expenses.

10. Employee agrees to protect College-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process information, or the process by which they information is stored.
11. Employee agrees to report to their supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
12. Employee understands that all equipment, records, and materials provided by the College shall remain property of the College.
13. While an Employee Work Remote Arrangement you will only use technology approved by Highland Community College. This includes only the employee agreeing to this Employee Work Remote Arrangement and no other use is authorized. At no time will the employee use any other technology for this Employee Work Remote Arrangement. When on Employee Work Remote, the employee will continue to update your assigned technology through Highland Community College. If your technology fails to work, the employee agrees to contact the Highland Community College IT department immediately.

Signature verifies that employee has read this Employee Work Remote Arrangement, understands and agrees to all of its provisions

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

Printed Name\_\_\_\_\_

Date\_\_\_\_\_

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

Printed Name\_\_\_\_\_

Date\_\_\_\_\_

VP/AD/President Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Date\_\_\_\_\_