

## **Remote Work Procedure & Agreement**

### **Justification**

Arizona Western College (AWC) is implementing telecommuting arrangements for employees whose job duties are conducive to working from home but who do not regularly telecommute. However, there are many positions at the College that require the employee to be physically present in the workplace.

### **Objective**

Telecommuting allows employees to work at home, on the road, or in a satellite location for all or part of their workweek. The College considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement as this is a temporary measure, it is not a college-wide benefit, and it in no way changes the terms and conditions of employment with the College.

### **Use and Notice**

Telecommuting for the purpose of this agreement is at the will of the College and evaluated based on providing the best student experience. Every effort will be made to notify the employee, in advance, of the cancelation of the telecommuting.

### **Eligibility**

An employee is eligible to telecommute with the following requirements:

- The employee's supervisor's approval with justification.
- The majority of the employee's work can be done remotely.
- The employee has a suitable workspace outside of the College that includes appropriate levels of connectivity and access to the work and duties required of the job.

If the employee and supervisor agree, the employee will sign the included acknowledgment of this document. The Chief Human Resources Officer will review and have final approval.

### **Performance & Communication**

While telecommuting, the employee is subject to their current requirements for job performance and is required to follow all College policies and procedures consistently. Employees and their supervisors should review their performance goals for the year and adjust if appropriate. If an employee is on a performance improvement plan or disciplinary action is not eligible for telecommuting.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the discussion process to establish telecommuting.

### **Equipment**

On a case-by-case basis, the College will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines, and other office equipment) for each telecommuting arrangement. The

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Human Resources and Information Technology Services (ITS) departments will serve as resources in this matter. The Information Technology department designee and the Vice President or Associate Vice President in the respective division will approve the equipment checkout that is requested by the employee.

Equipment supplied by the organization will be maintained by the organization. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The College accepts no responsibility for damage or repairs to employee-owned equipment. The College reserves the right to make determinations as to appropriate equipment, subject to change at any time.

Equipment supplied by the organization is to be used for business purposes only. The telecommuter must acknowledge receipt of College property received and agree to take appropriate action to protect the items from damage or theft based upon the requirements of the ITS department. Upon termination of employment, all College property will be returned to the College, unless other arrangements have been made, or the employee is subject to the replacement cost of said equipment.

The employee will establish an appropriate work environment within his or her home for work purposes. The College will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

### **Security**

Consistent with the College's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary College and student information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Employees will continue to be required to follow all rules and regulations of the Family Educational Rights and Privacy Act (FERPA), Title IX, Health Insurance Portability and Accountability Act (HIPPA), and all other policies and procedures focused upon the protection of personal information.

### **Safety**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties may be covered by the College's workers' compensation policy. Telecommuting employees are responsible for notifying the College's Human Resources Department of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors or other household members to his or her home worksite or as a result of their own actions not related to their work.

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### **Appropriate Child Care**

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

### **Time Worked**

Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the College's Web advisor time-keeping system or timesheet. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in disciplinary action.

### **Outside Work or Other Work for the College**

Employees may not work for other companies or do other work for the college during regular business hours, hours of accountability, or remote hours agreed upon.

### **Travel between Campus and Remote Worksite**

Travel between campus and the remote worksite will be at the expense of the employee.

### **Telecommuting Checklist**

#### Employee provides:

1. A workspace that is conducive to performing the job functions
2. Internet connection that has appropriate connectivity to not impede work and at their own cost.
3. Network access to the College's Help Desk Technicians to upload, install, configure, and maintain necessary software on College-owned hardware.
4. Appropriate surge suppression for College-owned computer.
5. A secure work area where confidential or personal protected information is not able to be viewed by others, at any point, in the workspace.
6. A safe workspace away from hazards.

#### **Further conditions of the agreement:**

1. College-owned hardware and software is for College use only and may not be used for personal purposes.
2. Secure storage environment for equipment/files. College-related data will not be stored locally, either printed or in electronic format without prior approval from your supervisor.
3. Assure that personally owned computers used to connect to AWC networks are kept up to date with the latest security updates and patches, if the employee is unsure or requires access, please contact the ITS department.
4. If the ITS department deems a device or connection as unsafe for the College, they reserve the right to deny access or sever the connection to the College at any point.

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**Working Conditions**

1. The employee is required to perform all job duties unless approved otherwise by their supervisor including but not limited to, projects, goals, routine activities, and other duties as assigned.
2. The employee is required to respond to email inquiries and forwarded voice messages in a timely manner, generally within the standards of the department or set by the supervisor. Should a request take more time, the employee shall acknowledge the request and advise of an estimated time to complete the request.
3. The employee may be required to work on campus to complete various requirements of the job, as directed by the supervisor.
4. The employee is expected to work a similar schedule as if working on-campus.
5. The employee shall continue to follow standard protocols for requesting time off that is planned or unplanned. Please notify your supervisor.
6. The employee shall comply with the confidentiality requirements of the position and protect data and records as if working from an on-campus location.
7. The employee shall follow established security protocols.

**Task/Deliverable Requirements**

1. The employee shall follow and complete the established calendar of recurring task responsibilities.
2. The employee shall work towards achieving established goals to include clear due dates, common processes to follow, and established deliverables.

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Telecommuting Form

This form is to be discussed, completed, and approved by the employee and the employee's supervisor prior to beginning telecommuting.

I understand that Arizona Western College has authorized my telecommuting arrangement as follows, subject to terms and conditions below:

Telecommuting Arrangement:

Days: \_\_\_\_\_

Hours: \_\_\_\_\_ to \_\_\_\_\_

Location: \_\_\_\_\_

Start/End Date: \_\_\_\_\_

Additional information:

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I understand that this telecommuting arrangement may be modified or discontinued by Arizona Western College at any time at its sole discretion. If the telecommuting arrangement is discontinued, I may have the opportunity to return to working on campus in a location designated by the College and regular business hours.

I also understand that business needs may require me to be in the office on particular days or during particular hours when I would normally be off-site. In such circumstances, I understand that I will be required to adjust my hours or schedule to accommodate the College business needs.

I further understand that I am subject to terms and conditions of employment, including workplace policies and procedures, set forth in the AWC Employee Handbook, whether I am working in the office or at home.

In addition, I understand that if I am permitted to work at home on a telecommuting basis, any property that AWC provided for my use at home remains the sole property of AWC, may be used only for business purposes, and must be returned to AWC upon request.

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College Assets Checkout List

Employee \_\_\_\_\_

ID# \_\_\_\_\_

Date \_\_\_\_\_

Tag# \_\_\_\_\_ Description \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CHRO Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
AVP or VP Signature

\_\_\_\_\_  
Date

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