



# Solano Community College District

## Remote Worker Supervisor's Checklist

Employee Name: \_\_\_\_\_ SCC ID: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

The following tasks must be completed prior to the start of the Remote Working Agreement:

Task	Date Completed
1. Employee and Supervisor have read and agree to abide by the provisions of the District Remote Working Policy and Procedures	
2. Performance expectations have been discussed and are clearly understood. Assignments and due dates are to be documented by the supervisor and employee during the term that a Remote Working agreement is in effect	
3. Equipment issued by the district is documented	
4. Requirements for care of equipment assigned to the employee have been discussed and are clearly understood	
5. Requirements for adequate and safe office space have been reviewed with the employee, and the employee certifies that those requirements have been met via the Remote Working Safety Checklist	
6. The employee is familiar with the district's requirements and techniques for computer information security and confidentiality of data and information, and has received a copy and read the district's Board Policy 2067 - Computer and Network Use and Administrative Procedure 4016 - Working Remotely	
7. Phone contact procedures have been clearly defined and department clerical support have received training	
8. The employee has read and signed the Remote Working Agreement prior to actual participation in the program	
9. The employee has met with the Manager, to review equipment, software, and information security requirements	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_