



Solano Community College District

Remote Working Agreement

Name: _____ SCC ID: _____

Residence Address: _____

Home Phone: _____ Cell Phone: _____

Remote Work Location (if different than residence address):

It is understood that remote working days must be scheduled in advance and approved by the supervisor. At certain times, it may be necessary for the remote working schedule to be revised to ensure critical deadlines are met or to attend meetings. Any change by the remote worker in the agreed upon schedule must be pre-approved, and when permanent, documented and appended to the Remote Working Agreement. Requests for vacation, or other leave credits must be approved in advance by the supervisor. Sick leave administration shall be in accordance with established procedures. Overtime to be worked must be approved in advance by the supervisor.

Remote Working Schedule:

Regular (An established schedule of days per week or month working remotely.)

Full-time (Full-time remote work is permissible only when necessary and justified. Depends on the needs of the job and demonstration of a clear benefit to program objectives and operations.)

Begin Date: _____ End Date (no later than 6/30): _____

Regular schedule employee will work remote(select days working remotely)

Monday Tuesday Wednesday Thursday Friday Saturday

During the hours of:

_____ a.m. /p.m. and _____ a.m. /p.m.

This Remote Working agreement, Board Policy 4016– Remote Working and Administrative Procedure 4016 – Remote Working, the Remote Work Safety Checklist, and the supervisor’s checklist should be discussed, reviewed and renewed at least annually to ensure the standards for participation are being followed. A new Remote Working Agreement needs to be signed as part of the annual review and renewal process. In addition, if there is any change in the terms of this Remote Working Agreement, including but not limited to, an agreed-upon schedule change approved by the supervisor; a change in the equipment, services or software provided, or a change in the agreement regarding their use; or if the information regarding residence, residence telephone, remote work location, or mobile number for the worker have changed, such change should be documented and appended to the Remote Working Agreement as soon as practicable.

Employee Signature: _____

Date: _____

Division Dean Signature: _____

Date: _____

VP / Administrator Signature: _____

Date: _____

Information Security:

The Remote Worker will provide necessary security for both electronic and paper information. The Remote Worker will consult with his/her supervisor when security matters are at issue.

Work Effectiveness and Safety:

The Remote Worker agrees to:

1. Abide by Board Policy 4016 – Remote Working and Board Procedure 4016 – Remote Working.
2. Achieve proficiency in computer hardware and software skills necessary to perform the assigned remote work duties.
3. Learn and apply ergonomic safety practices.
4. Establish and maintain a safe home office environment.
5. Ensure customer needs take precedence over the home office schedule. Proactively stay in touch with customers.
6. Ensure the work takes precedence over family and home matters during home office hours.
7. Perform own work and not delegate work to others not employed by the district.
8. Make arrangements for dependent care, if applicable.
9. Produce electronic work products that are usable in the district’s computer systems with no additional work.
10. Supply evidence of insurance in the event that district equipment is provided.
11. Abide by the district procedures governing travel and maintain personal auto liability coverage as primary.

Reimbursement:

The Solano Community College District will pay for the following expenses:

- Normal maintenance and repairs to district owned equipment (coordinate with IT Services).
- Authorized travel submitted on a Travel Expense Claim along with receipt, bill, or other verification of the expense.

The Solano Community College District will **not** pay for the following expenses:

- Maintenance or repairs of privately-owned equipment.
- Utility costs associated with the use of the computer or occupation of the home. Equipment supplies (these should be requisitioned through the employee’s department.)
- Travel expenses associated with commuting to the college.
- Installation and service of phone line, FAX line or additional data line.

In addition, the district will not transport equipment or install or set up a computer in employee’s remote work location.

Printed Names:

Employee: _____

Supervisor: _____

Director/Dean/Manager: _____

Vice President: _____