

Los Rios Community College District

Remote Work Agreement

Pilot Program for Summer Alternate Work Schedules

It shall be understood by both the manager/supervisor and employee that this Remote Work Agreement (“Agreement”) is voluntary, and may be revoked or suspended by the employee or the Los Rios Community College District (“District”) at any time. The employee further understands that the ability to work remotely is a privilege, and not a right, and continuance of this Agreement is based on business need and the employee's satisfactory performance at all times, including while working remotely.

This document is intended to ensure that both the manager/supervisor and the employee have a clear, shared understanding of the employee’s working arrangement. Each remote working arrangement will be tailored to the operational needs of the department, as well as the specific needs of the position, manager/supervisor, and employee. This form may be modified to departmental requirements as necessary, consistent with applicable law.

This document shall not serve as a contract of employment, and does not provide any contractual right to continued remote work. Moreover, the terms within this document do not alter or supersede the terms of the existing employment relationship, or the terms of the employee’s Collective Bargaining Agreement.

The terms within this Remote Work Agreement shall not be grieved.

Employee Remote Work Information

Employee Remote Work Information

Employee Name & WID:	
Job Title:	
Onsite Work Location:	
Department:	
Manager/Supervisor:	
Collective Bargaining Unit/Association:	
Effective Dates of Remote Work:	
Hybrid Agreement (Remote and In Person):	Yes No

Work Schedule and Location

In the section below, employees shall provide their work schedule. It is expected that the employee shall continue to work their regularly scheduled hours while working remotely, unless otherwise agreed to by the employee and the manager/supervisor.

If there are remote work-specific job duties and/or expectations, specify them below, otherwise enter “N/A”. Example: *Employee will indicate remote work days in their email signature. In-person attendance at departmental meetings (list specific meetings) is expected.*

Where the employee and the manager/supervisor have agreed upon a hybrid (remote and in-person) working model, please indicate the specific location the employee shall work each day. If the employee will work a fully remote schedule, or the days the employee will work remotely (if a hybrid model), the employee may write, “REMOTE” under the location section. Non-exempt employees should list their work hours, and may not work additional hours without written approval from their supervisor/manager. Employees should notify their supervisor/manager of any unavailability during regular business hours.

DAY OF WEEK	WORK HOURS	WORK LOCATION
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Job Duties:

The general expectation for a remote work agreement is that the employee will effectively accomplish their regular job duties, regardless of work location.

Supervisor / Employee Best Practice Reminders:

1. Ongoing communication is the most important part of effective remote teamwork.
2. Conduct regular check-ins. Manager/supervisor shall provide employee with a specific check-in schedule.

3. Start each workday with a phone, video or instant message chat between the employee and the manager/supervisor. Employees are expected to be available during their remote work hours during the schedule listed above.
4. Maintain team meetings and one-on-one check-ins between the employee and the manager/supervisor.
5. The manager/supervisor should ensure employee has access to a laptop and/or desktop computer, and knows how to access and maintain a safe remote working environment.
6. Ensure employee understands how to set up call forwarding and access voicemail remotely.
7. Employee shall indicate on their email signature, their remote work schedule.
8. Identify and confirm the employee understands which platform(s) you will use to communicate as a team, and clarify expectations for online availability.
9. Manager/supervisor shall provide specific guidelines for employee conduct during online meetings, such as proper attire, appropriate settings, etc.
10. Clearly communicate any changes to the work plan.

Employee Agrees to the Following Conditions:

1. The employee will remain accessible and productive during scheduled work hours.
2. The employee will report to the employer's work location as necessary upon directive from their manager/supervisor.
3. The employee will obtain supervisor approval prior to working unscheduled overtime and will not work off-the-clock, including while working remotely.
4. The employee is expected to meet established performance standards.
5. The employee understands that all equipment, records and materials provided by the district shall remain the property of the district.
6. The employee agrees to take all necessary precautions to secure all district equipment, data, files and other materials to prevent unauthorized access, destruction or tampering.
7. Equipment provided by the district will be serviced and maintained by the district, except for service or damage arising out of intentional destruction. Employee understands that they must schedule in-persons visit at a district location in order to retrieve and/or service equipment.
8. The employee will not allow anyone else to utilize their district-issued equipment.
9. The employee will maintain a safe and secure work environment at all times, and will follow all District policies, procedures, and other requirements related to maintaining the security and/or privacy of district information and equipment.
10. The employee will allow the employer to have access to the remote work location for purposes of assessing safety and security, upon reasonable notice.
11. The employee agrees to ensure their remote work environment meets district safety and/or security purposes, and will modify their remote work environment as instructed to meet these requirements.
12. The employee understands that the District is not responsible for injury to third parties or the employee that are not work related. The employee agrees to report work-related injuries to the supervisor at the earliest reasonable opportunity, in compliance with district policies, as well as CalOSHA and Workers' Compensation regulations.

13. The employee understands that they are responsible for any individual tax implications of a remote work arrangement.
14. The employee understands they must have a California home residence on file with Human Resources.
15. The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.
16. All district policies and departmental guidelines, including but not limited to attendance, holidays, time away from work and overtime continue to apply.
17. The employee understands that their primary work location remains the campus/District Office location at which they normally work. The District is not responsible for the cost of commuting to the primary work location, nor for the costs associated with working remotely (e.g., the cost of purchasing or using a desk or office equipment). The District may, but is not required to, provide equipment or resources for use during remote work. If an employee does not wish to incur any costs associated with remote work, the employee should not work remotely.

All schedules agreed to between employees and supervisors are subject to approval by department managers and the Administrative Officer prior to implementation.

The below signatures signify the understanding and acceptance of the terms of this agreement.

_____ Employee Name (Print)	_____ Signature	_____ Date
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_____ Manager/Supervisor Name (Print)	_____ Signature	_____ Date
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_____ Area Manager Name (Print)	_____ Signature	_____ Date
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