



TALLAHASSEE STATE COLLEGE
Remote Working Request Form and Agreement

Employee Name

Department/Division

Position Title

PID

Supervisor

Remote Working Address (include city, state and zip code)

Remote Working Request:

Table with 4 columns: Day of the Week, Work Hours Requested, Working Remotely (Yes/No), Working from Standard Workplace (Yes/No). Rows include Monday, Tuesday, Wednesday, Thursday, and Friday.

Requested Begin and End Date: \_\_\_\_\_ (not to exceed 12 months)

**Supervisor Questionnaire:**

1. The proposed remote work arrangement is in the best interest of the department, College and students?

Yes

No

2. The College has the ability to provide adequate supervision?

Yes

No

3. Performance and productivity can be measured objectively?

Yes

No

4. Can the employee adequately perform duties required without specific tools and/or equipment that cannot be replicated in the remote location?

Yes

No

5. Can the employee perform the required duties and responsibilities without physical access to documents and/or files that cannot be replicated at the remote location?

Yes

No

6. Can the employee work remotely without impacting service quality or College operations?

Yes

No

7. Is there a potential for increased workload to other employees in the department as a result of this remote working request?

Yes

No

8. Can duties be structured to be performed independently with minimal need for support and little face-to-face interaction with customers, colleagues or students?

Yes

No

9. Briefly describe the work plan including a description of duties, how work output will be reviewed and monitored and how supervision will be provided:

10. What will be the process for assigning work and establishing due dates?

11. What is the expected method and frequency of communication between employee and supervisor?

12. How will ongoing job performance be evaluated during remote work? How will problems be addressed if they arise?

13. Assigned TSC equipment (including telecommunication services):

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# Remote Working Agreement

This is an agreement between The District Board of Trustees of Tallahassee Community College (College) and \_\_\_\_\_(employee).

**This agreement highlights the terms and conditions of remote working.**

Remote Working is a voluntary agreement between the College and the employee. The employee is requesting to work remotely and to follow the applicable guidelines and policies.

**Duration:** The College maintains the right to terminate this agreement at any time. Agreements may not extend beyond 12 months from the approval date.

**Verification of Remote Work Safety:** In signing this agreement, the employee verifies that the remote office provides work space that is free of any hazards. It is the employee's responsibility to notify their supervisor of any potential safety or hazardous conditions that may exist at the remote office.

**Workers' Compensation:** The employee is covered by workers' compensation if injured in the course of performing official duties at the remote working location. The employee is responsible for notifying the employer of such injuries in accordance with TSC's workers' compensation procedures. The employee is liable for any injuries sustained by visitors to his or her worksite.

**Liability:** The College will not be liable for damages to the employee's property resulting from participation in remote working. In signing this document, the employee agrees to hold the College harmless against any and all claims, excluding workers' compensation claims.

**Cost:** The College will not be responsible for operating costs, remote work maintenance, remote work office setup, furnishing costs, or any other incidental costs (e.g. electricity, water), associated with the use of the employee's residence. The employee is not required to supply office supplies and/or other items need to performance the essential functions of their positions. Employee should follow standard office protocols if supplies and/or other items are required.

**Maintenance of Equipment:** Equipment provided by the College must be protected against damage and unauthorized use. Employer-owned equipment will be serviced and maintained by the employer.

Equipment provided by the employee will be at no cost to the employer, and will be maintained by the employee.

**Equipment:** The College is not required to provide equipment for the remote office;

however, with the approval of the supervisor, the employee may be provided College owned equipment necessary to perform work assignments. Equipment, software and communications resources provided by the College to employees for remote working purposes be used only for official College business. Usage of College-owned equipment by anyone other than the employee is strictly prohibited.

**Overtime:** The employee will continue to work in pay status while working remotely. Overtime to be worked must be approved in advance by the supervisor. The employee agrees that failing to obtain proper approval for overtime work may result in termination of the remote working agreement and/or other appropriate action.

**Leave:** Employees must obtain supervisory approval before taking leave in accordance with established office procedures. The employee agrees to follow established procedures for requesting and obtaining approval of leave.

**Pay and Attendance:** All pay, leave and travel entitlement will be based on the employee's official duty station. The employee's time and attendance will be recorded as if performing official duties at the office.

**Lunch and Breaks:** Employees agree to take a daily lunch break of at least 30 minutes. Employees may take a 15 – minute break depending on workload. Breaks are not guaranteed and cannot be combined with lunch or any other approved leave. Any deviations from the College's standard lunch and break procedures must be approved by the employee's supervisor in advance.

**Work Assignments:** The employee will complete all assigned work according to procedures mutually agreed upon with the supervisor. The duties, obligations, responsibilities and conditions of the employee's duties with TSC remain unchanged. In accordance with the approved work schedule, the employee will meet with the supervisor in person, by email or by phone to receive assignments and to review completed work as required by the supervisor. The employee's salary, retirement, vacation and sick leave benefits, and insurance coverage shall remain the same.

**Evaluation:** The evaluation of the employee's job performance will be based on established standards. Performance must remain satisfactory to continue working remotely. Employees will not be allowed to participate in remote working while on a performance improvement plan (PIP). Employees must not be in a probationary status and must have a satisfactory performance evaluation in the current and preceding year.

**Records:** The employee will apply safeguards which are approved by the College to protect records from unauthorized disclosure or damage. All records, papers and correspondence must be safeguarded for return to the office.

**Availability:** The employee agrees to be available and responsive during the assigned business hours on their approved schedule for communication through such methods as phone, voice mail, email, etc. Employee initiated schedule changes must be with advanced approval by the supervisor. Employees are required to report to campus as requested for work-related meetings or other events.

**Termination of the Agreement:** The employee may request to terminate the Remote Working Agreement at any time, by providing written notice to their supervisor or Human Resources. Human Resources will work with the appropriate Vice President or Executive Director to determine if it is appropriate to terminate the agreement.

Management has the right to revisit the approval of the remote working agreement if the employee fails to comply with the provisions of the Work Schedules and Alternate Work Arrangements Policy, fails to maintain satisfactory performance (written notification is required) or when the work circumstances or department/College priorities necessitate a change in work location.

**Remote Working Location.** The employee agrees to work at their assigned campus office or at their remote working location, and not from another unapproved site. Failure to comply with this provision may result in termination of the agreement, and/or other appropriate disciplinary action. College owned equipment, records and materials must be returned to the official office within two working days of termination of the agreement.

**Employee Acknowledgement**

I understand and am aware that remote work:

- Is a privilege, not a right based on trust between the employee, supervisor, and Vice President or Executive Director;
- Is voluntary and the employee can discontinue at anytime;
- Is a management work option and may be rescinded at anytime;
- Is not suitable for all positions and duties;
- Is only suitable for employees who can work independently and be accountable for work performance; and
- Is not substitute for child or eldercare.

Failure to uphold this agreement may result in disciplinary action in accordance with the College’s Code of Conduct Policy.

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

Date: \_\_\_\_\_

**Supervisor Acknowledgement**

I have read and understand the College’s Work Schedules and Alternate Work Arrangement Policy.

I have communicated and reviewed my performance, communication and leave expectations with \_\_\_\_\_.

I am committed to ensuring \_\_\_\_\_ remains engaged and is provided the tools for optimal success while working remotely.

I agree to notify Human Resources, my supervisor and/or Vice President or Executive Director at any time the employee may not be upholding the terms of the Remote Working Agreement.

Supervisor Signature:

\_\_\_\_\_

**Approved**

**Denied**

Date: \_\_\_\_\_

Vice President/Executive Director Signature:

\_\_\_\_\_

**Approved**

**Denied**

Date: \_\_\_\_\_

Human Resource Director/Designee Signature:

\_\_\_\_\_

**Approved**

**Denied**

Date: \_\_\_\_\_