



# Short-Term/Temporary Telework Policy Agreement Form

## Employee Information

Name: \_\_\_\_\_ Hire date: \_\_\_\_\_

Job title: \_\_\_\_\_

Department: \_\_\_\_\_

FLSA status:     Exempt     Nonexempt

Requested begin and end date of telework request:\*

Start date:	End date:
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*\*Note: College may require employees to return to regular, in-office work at any time as determined by business/operations need. If request is based on ADA accommodation request, employee is responsible for completing and submitting documentation in compliance with Americans with Disability Act (ADA) policy.*

(employee must initial)

\_\_\_\_\_ I agree and understand expectation as noted above.

\_\_\_\_\_ I have read and understand the COVID-19 Short-Term/Temporary Telework Policy effective January 4, 2021.

## **The employee agrees to the following conditions:**

Employee will remain accessible and productive during scheduled work hours.

Nonexempt employees will record all hours worked and meal periods taken in accordance with regular timekeeping practices.

Nonexempt employees will obtain supervisor approval prior to working unscheduled overtime hours.

Employee will report to the employer's work location as necessary upon directive from his or her supervisor.

Employee will communicate regularly with his or her supervisor and co-workers.

Employee will submit a weekly activity/log report to supervisor weekly.

Employee will comply with all Central Alabama Community College (College) and Alabama Community College System policies, practices and instructions that would apply if the employee were working at the employer's work location.

Employee will maintain satisfactory performance standards.

Employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. Pandemic related circumstances, exceptions may be made for employees with caregiving responsibilities.

Employee will maintain a safe and secure work environment at all times.



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College will provide the following equipment: \_\_\_\_\_

The employee agrees that College equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on the College's equipment. The employee understands that all tools and resources provided by the College shall remain the property of the College at all times.

The employee agrees to protect College tools and resources from theft or damage and to report theft or damage to his or her supervisor immediately.

The employee agrees to comply with College policies and expectations regarding information security. The employee will be expected to ensure the protection of proprietary College, customer, and student information accessible from their home offices.

Employee will submit expense reports with attached receipts in accordance with the College's expense reimbursement policy, if applicable.

The employee understands that all terms and conditions of employment with the College remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

**Employee may not begin telework until full approval has been granted.**

*Note: Supporting documentation is required and must be attached to this agreement as outlined in COVID-19 Short-Term/Temporary Telework Policy effective January 4, 2021.*

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval Signatures:**

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

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

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

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

*Form to be returned to Human Resources Office*

Effective January 4, 2021