WENATCHEE VALLEY COLLEGE

**TELEWORKING AGREEMENT FORM**

**Instructions:** Fill out online by using the tab key to move from field to field. If you need to revise text you have entered you can use your mouse to position your cursor in the field that you need to change. If you prefer, you can print the form and fill out by hand. When you have finished, please give the form to your supervisor.

|  |
| --- |
| This agreement between Wenatchee Valley College and \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*Employee)* specifies the conditions applicable to an arrangement for performing work at an alternative worksite on a regular basis. The agreement begins on \_\_\_\_\_\_\_\_\_\_\_ and continues until \_\_\_\_\_\_\_\_\_\_\_\_\_. This agreement can be terminated in accordance with the teleworking procedure. Written notice needs to be submitted to the supervisor and copied to human resources. |

1. Scheduled work hours for the employee are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*e. g., M-F 8:00 am to 5:00 pm*)

2. Location of alternative worksite is at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Days and times requested for teleworking are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

a. Hourly employees must not work more than 40 hours per work week unless a prior arrangement has been made with their supervisor.

4. Changes to duties and responsibilities, in addition to or different than the employee’s regular job description, while teleworking are: \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Recognizing that effective formal and informal communication channels are important, describe how you will replicate the office environment when working at an alternative worksite (phone, fax, meetings, e-mail, etc.): \_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. The employee agrees to remain accessible during designated work hours and understands that Wenatchee Valley College has the right to modify this agreement on a temporary basis as a result of operational necessity.

7. Subject to supervisor approval, the employee’s department may provide general office supplies needed by the employee.

8. The employee is responsible for the confidentiality of college data created or stored at the alternative worksite. The employee must immediately inform their supervisor of any potential or actual confidentiality breaches that happen as a result of working at an alternative worksite.

9. The employee must report any work-related injuries to their supervisor at the earliest reasonable opportunity.

10. The employee agrees to use the college’s property (loaned equipment, data, supplies, etc.) for official college business only. The above-mentioned property will also be protected by the employee from accidental or intentional loss, theft and misuse.

11. The employee understands that the college’s property (loaned equipment, data, supplies, etc.) belong to Wenatchee Valley College and must be returned within 3 days after termination of this agreement.

12. The employee understands that he/she is responsible for any tax consequences, utility bills and Internet service costs.

13. The employee understands that he/she is responsible for complying with local zoning requirements.

14. The employee understands that the contents of his/her personal computer are subject to subpoena, if the computer is used for work purposes.

|  |
| --- |
| I hereby affirm by my signature that:* I have read and understand Wenatchee Valley College’s teleworking policy and procedure.
* I agree to all of the provisions and requirements outlined above.
* I agree that voluntary teleworking is a privilege and permission to continue teleworking can be withdrawn.

 Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**APPROVED:** Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_ Cabinet Administrator: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_ |

Original: employee file Copy: human resources, supervisor, employee 6/21/21 tm