

**APPENDIX O
Telework Agreement**

The following constitutes an agreement between CSEA and the Redwoods Community College District (District) for participation in a remote work assignment; changing the employee's reporting location and allowing the employee to work remotely from home. All duties, obligations, responsibilities and conditions of employment of the employee with the District remain unchanged. The employee's salary, retirement, leave benefits, and insurance coverage shall remain as set forth in the current CSEA Collective Bargaining Agreement. This option is only available to permanent staff who have completed their probationary period in their current classification and whose job duties can be reasonably performed from a remote location. Employees whose most recent evaluation resulted in an Overall Appraisal, Part C, of "Occasional Problems" or "Consistent Problem(s)" are ineligible for a telework assignment.

This agreement may be denied without justification by the immediate supervisor or the District.

Telework Request Form

Employee Name	
Employee Job Title	

Permanent Work Assignment Location:

- Eureka Campus – Eureka Del Norte Campus – Crescent City
 Downtown Eureka Klamath Trinity Site – Hoopa

Work Schedule

Days and hours employee is expected to work on-site:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
Time In/Out							

Telework Schedule

Days and hours employee will work at the designated alternate work site.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							
Time In/Out							

Alternate Work Site Address (Home Address):

Alternate Work Site Phone Number(s):

Alternate Worksite Internet Connection:

The employee must have broadband wired access to the internet sufficient to support the duties of their position

Employees without internet connection are ineligible for a telework assignment. Proof of internet speed test from www.fast.com must be provided with this agreement prior to commencing a telework assignment.

Terms

1. This agreement begins on _____ and shall continue until _____ unless terminated by either party.
2. The District's rules and policies governing time and attendance, requesting and using leave, and expectations of performance are unchanged by this agreement. The employee must obtain supervisor approval before taking leave or performing overtime, in accordance with the CSEA Bargaining Agreement.
3. The expectation for the Telework Agreement is that the employee will continue to effectively accomplish regular job duties, regardless of work location. Telework arrangements shall not be used as an alternate for dependent care, to work another job, to run a business, etc. While working remotely the employee will remain accessible during the remote work schedule (via email/phone or other agreed upon method). The employee will ensure that daily task assignments are completed; any circumstances that may hinder the performance of primary functions must be communicated to the supervisor immediately. Standards of performance and performance evaluations remain the same as when working at the permanent work site location.
4. The employee will work from the alternate remote location identified as their primary work location. The agreement does not prevent or restrict the supervisor's ability to require the employee to report to their permanent work assignment location or another temporary work location as needed and without advanced notice; however, advanced notice should be given whenever possible. For this reason, employee must reside within the community they serve.
5. The employee agrees to provide a secure location for District owned equipment and materials, and will not use, or allow others to use, such equipment or materials for purposes other than District business. Employee will comply with all District rules and policies governing use of equipment and technology. District provided equipment will be serviced and maintained by the District at the employees designated campus.

6. The employee must make reasonable attempts to create and maintain a safe and healthy work environment, to report any work-related injuries to their manager at the earliest opportunity. Injuries occurring while the employee is in paid status and performing assigned work shall be subject to worker's compensation laws and regulations the same as work performed at a District owned and operated facility.
7. The employee is responsible for servicing and maintaining any personal equipment, materials, and technologies provided and used by the employee for business purposes. If a situation occurs such as; loss of power, loss of internet connection, or any circumstance that prohibits the employee from teleworking on a scheduled day they must either report to their permanent work location immediately or make arrangements with their direct supervisor to use a form of leave to cover the absence. The District shall not be liable for damages to the employee's personal or real property during the course of performance of official duties or while using District equipment in the employee's residence or other property, except where required by law.
8. The District will provide disability accommodations. District policies and protocols regarding disability accommodation continue to apply. If an employee believes any reasonable accommodation is needed while working at home, the employee may contact Human Resources.
9. The District shall not be responsible for operating expenses, home or property maintenance, or any other incidental costs (e.g. utilities) associated with the employee's participation in the agreement. The employee shall continue to be entitled to reimbursement for authorized travel and expenses while conducting business as assigned by the District per the District's reimbursement policies.
10. The employee agrees not to use his/her personal vehicle for District business unless specifically authorized by the supervisor.
11. Employee agrees not to allow non-work-related events and activities to disrupt or interfere with work at the remote worksite.
12. The employee shall comply with all District policies and standards for safeguarding and protecting any confidential business information, personally-identifiable information, and all other sensitive information they possess. The employee shall ensure confidential, personally-identifiable, and all other sensitive information discussed via any form of communication is conducted in a manner consistent with District policies and procedures and protects the information from unauthorized disclosure to the maximum extent possible. The supervisor and employee will discuss the safeguards and protections in place and to be used by the employee.
13. When attending meetings via video conference the camera shall be enabled.
14. The District shall notify the CSEA Chapter President (or designee) in writing each instance a Telework Agreement is approved, denied, or withdrawn for a member of the classified service.

Employee Certification

I understand that Telework is not an employment right or benefit, and agree to voluntarily participate in this Telework Agreement. I have read and agree to the terms and conditions stated above. I understand that this agreement may be revoked at any time, without justification by either myself or the District.

Signature: _____

Date: _____

Supervisor

Approved Denied

The District authorizes the employee's participation in this agreement. I have read and agree to enforce and comply with the terms and conditions stated above.

Signature: _____

Date: _____

Vice President

Approved Denied

Signature: _____

Date: _____

Human Resources

Approved Denied

Signature: _____

Date: _____

This Agreement will expire at the end of the fiscal year unless an earlier end date is specified above. This Agreement must be reviewed and renewed by both parties for the Telework Agreement to continue. Either Party may cancel this Agreement without notice or justification at any time, reverting Employee's reporting location to the Permanent Work Assignment Location designated above.