

Telework Agreement

1. This is an agreement between Kirkwood Community College and _____ (“Employee”) to establish the terms and conditions for performing work at an alternate work site.
2. This agreement will begin on _____ and anticipated to continue through _____.

The following conditions apply:

- a. Employee’s teleworking schedule is:

	Start time	End time	Start time	End time	Start time	End time
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

- b. Employee will work _____ hours per week.
- c. Employee’s regular teleworking site location is _____ (home, etc.)
- d. Employee’s contact phone number is _____.

3. While teleworking the Employee will:

- a. be accessible by phone or electronically during the telecommute work schedule;
- b. be responsible for establishing effective communication among co-workers and customers and to check in with the supervisor to discuss status and open issues;
- c. be available for teleconferences, scheduled on an as-needed basis;
- d. request supervisor approval in advance of working any overtime hours (if non-exempt).
- e. abide by supervisor expectations and Kirkwood’s Teleworking Procedure

Safety, Equipment and Information Security

1. Employee agrees to maintain an adequate, safe, and secure work environment and to report work-related injuries to Employee’s supervisor and Human Resources within 48 hours of the incident.
2. Regarding space and equipment purchase, set-up, and maintenance for teleworking purposes:
 - a. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telecommute location unless otherwise agreed, and shall not be reimbursed by the employer for these or related expenses. Internet access must be of adequate speed and reliability to perform work functions as determined by the employer.
 - b. Employee agrees to protect College owned equipment, records and materials from unauthorized or accidental access, use, modification, destruction or disclosure.
 - c. Employee understands that all equipment, records and materials provided by the College shall remain the property of Kirkwood.
 - d. No Protected Health Information or other confidential information can be kept on personal electronic equipment.
 - e. Employee must follow all other software licensing and copyright laws.

I have read this Teleworking Agreement and understand and agree to all of its provisions.

Employee Name Employee Signature Date K-number

Supervisor Name Supervisor Signature Date

Teleworking Tips – Key Considerations

Priorities and Essential Tasks

Evaluate the responsibilities and priorities of your position, considering customer/collaborator impact and feasibility of completing some or all of it remotely (with or without adjustments).

Technology

At a minimum, you will need a computer, internet, and phone access. Speak to your internet/cell provider about your plan(s) to ensure that you will not experience any overage fees. Kirkwood does not cover the cost of home internet and phone and does not insure personal technology.

Home Environment

Consider whether your home environment is conducive to teleworking. Factors include the demands of other household members, household construction, appropriate lighting, seating, and other basic conditions. Set expectations with others in your home regarding your interactions and availability.

Pay

All non-exempt employees who work remotely when the College is open should be paid for hours worked at their regular hourly rate of pay. Overtime must be approved in advance. Exempt employees will receive their regular pay.

Contact Information

Provide multiple forms of contact information to your supervisor. Update your emergency contact information with Human Resources.

Time and Performance

Discuss with your supervisor how your time and performance will be managed. Communicate regularly with your supervisor regarding your work priorities, deliverables, timelines, etc.

Disability Accommodations

Due to the possible sudden and short-term nature of some teleworking arrangements, the College may not be able to offer certain accommodations, for example, specific furnishings. When feasible, and granted permission, an individual may transport disability accommodation related small, lightweight equipment home for the duration of a telework arrangement (e.g. ergonomic keyboard, footstool, etc.).

Schedule and Workload

Have a realistic conversation with your supervisor about how much work you can reasonably conduct remotely. Factors may include the nature of your work, or limitations you may face as a result of your home environment (e.g. you have children present who need care). Consider what hours make the most sense for your work and whether you need to propose non-traditional hours such as early mornings, evenings, and weekends to conduct work.

Communication Expectations

It is helpful to discuss with your supervisor what their communication expectations of you are. For example:

- How often they expect you to communicate with them (daily, every few days, weekly).
- The use of your personal cell or home phone and text messaging.
- If internet service (or other systems) become unavailable, how will you work or will you need to use paid time off.