# Remote Work Agreement

The Remote Work Agreement is to be completed for employees in the following three categories: regular hybrid work during the entire year, hybrid work during college breaks, or fully remote workers. The agreement should be completed upon the approval of one of these arrangements and annually thereafter.

|  |
| --- |
| Employee Information |
| Name:       |
| Office/Department:       |
| Job Title:       |
| Supervisor:       |
| Work Arrangement: [ ]  Regular Hybrid Work [ ]  Hybrid Work During College Breaks [ ]  Remote |
| Address of Alternative Work Location:        |
| Alternative Work Environment Location within the home (ex: 2nd floor home office):       |
| Agreement Start Date:       | 3 Month Review Date *(if applicable)*:       |
| Annual Review Date:       |

## Work Schedule

A work schedule is to be discussed and agreed upon between the supervisor and employee. The schedule should be set to support the College’s needs and reflect the department’s and employee’s workflow. Employees will be available during the listed work hours via phone, email, and/or video conference on and off campus. The schedule can be adjusted at any time in an effort to better support the campus (a new agreement must be signed and returned to HR of the employee’s schedule is altered).

Please list the agreed upon work schedule and enter hours as a range, i.e. 8:00 am – 5:00 pm.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Sunday | Monday | Tuesday  | Wednesday | Thursday | Friday | Saturday |
| On Campus |       |       |       |       |       |       |       |
| Off Campus |       |       |       |       |       |       |       |
| Additional Notes:       |

## Acknowledgements

|  |
| --- |
| Technology & Security Acknowledgement |
| [ ]  I agree | I will comply with the [College’s Network Use and Information Management Policies](https://www.gettysburg.edu/offices/student-rights-responsibilities/student-handbook/policy-details?id=b1704423-5bcb-4c65-9d44-b5cd9e7b5541). I will ensure strict confidentiality and control of any and all confidential and sensitive information; I will ensure that confidential and sensitive information in paper form is stored in a locked desk or file cabinet. I will not transfer proprietary or sensitive College information to a personal device.   |
| [ ]  I agree | I understand that if I utilize my office phone off campus (ex: via WebEx Teams), I should NOT use it to make emergency 911 calls.  I understand that the 911 dispatch center will not know my current location if I access my off campus office phone to make an emergency call.  |
| [ ]  I agree | I will ensure proper care and storage of all college-issued property and equipment. Any property and/or equipment that is issued to me will be returned upon my separation or the discontinuation of my remote or hybrid work arrangement, as applicable.  |
| Job Performance Expectation Acknowledgement |
| [ ]  I agree | I will be available for contact during the established work hours. If I am not available I will notify my supervisor.  |
| [ ]  I agree | Remote or hybrid work does not alter my position duties and responsibilities. I will be accountable for working the number of hours agreed upon and providing evidence of work produced or objectives met as requested.  |
| [ ]  I agree | I understand there may be occasions where I may be required to attend work on campus during normal remote time. |
| Policy Acknowledgment |
| [ ]  I agree | I have read the College’s Remote Work Policy. I agree to abide by the policy and all terms outlined in this agreement. Alterations cannot be made to this agreement without the prior approval of my supervisor. |
| [ ]  I agree | I understand that I am responsible for complying with all College policies and procedures, including without limitation those policies and procedures concerning the use of College equipment and resources (including electronic equipment and resources), employee conduct, and proprietary and confidential information (including but not limited to the protection of student, volunteer, alumni and donor records and information). |
| [ ]  I agree | I understand that I will not be reimbursed for expenses as noted in the policy.  |
| [ ]  I agree | I will not use my remote or hybrid work arrangement for the purposes of having another job during my established working hours.  |
| [ ]  I agree | I will not use my remote or hybrid work arrangement to provide child or other dependent care. |
| [ ]  I agree | If I have an accident or am injured during established work hours and in conjunction with my regular work, I will report the accident immediately to Human Resources.  |
| [ ]  I agree | I will alert Human Resources in the event the address of my alternative work location changes.  |
| [ ]  I agree | I understand that remote work arrangements can be changed or terminated at any time. |
| [ ]  I agree | I understand that this Remote Work Agreement and my work-at-home arrangement do not constitute a contract of employment between the College and me; should not be construed as creating a contract between the College and me; and that this arrangement does not alter my status as an at-will employee of the College. I also understand that the College reserves the right to terminate, change or modify this arrangement, or its guidelines and polices at any time. |
| Alternative Work Environment Expectations |
| [ ]  I agree | I will establish and maintain an ergonomically appropriate work environment. I will ensure that I can complete my work professionally and distraction free. |
| [ ]  I agree | Regular remote workers will auto forward their office phone to their cell phone or dedicated landline.  |
| [ ]  I agree | Alternative work spaces should include a wired internet connection or employees should have sufficient Wi-Fi to support both the equipment and provide adequate network connectivity. |
| [ ]  I agree | I have reviewed the Remote Work resource guide on the [Human Resources website](https://www.gettysburg.edu/offices/human-resources/remote-hybrid-work). |
| [ ]  I agree | I understand that the College is not liable for any injuries to family members, visitors, and others in the alternate work site. Employees working remotely or on a hybrid basis must carry homeowners or tenant/renter's insurance that covers personal property and third-party injuries arising out of or relating to the use of the home under a Remote Work Agreement, and should consult their personal insurance carriers for advice. |
| [ ]  I agree | Remote or hybrid workers are not permitted to host colleagues or work visitors/associates at their alternative work site. |

|  |
| --- |
| Employee Acknowledgement |
| Name:       | Date:       |
| Signature:       |

|  |
| --- |
| Supervisor Acknowledgement |
| Name:       | Date:       |
| Signature:       |

|  |
| --- |
| Vice President/Division Head Acknowledgement |
| Name:       | Date:       |
| Signature:       |

|  |
| --- |
| Human Resources Acknowledgement |
| Name:       | Date:       |
| Signature:       |

***Completed By Human Resources***

|  |  |
| --- | --- |
| [ ]  Add Work Location to WC Carrier | [ ]  Agreement in Employee Personnel File |