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Remote Work Agreement

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| **Employee Information** |

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| **Employee Name:** Click or tap here to enter text. | **Date:** Click or tap here to enter text. |
| **Title:** Click or tap here to enter text. | **FTE:** Click or tap here to enter text. |
| **Supervisor Name:** Click or tap here to enter text. | **Department:** Click or tap here to enter text. |
| **Proposed Start Date:** Click or tap here to enter text. |  |

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| **Remote Work Plan** |
| **Proposed remote work schedule:**  Click or tap here to enter text.  **Describe any additional resources needed to meet position goals through remote work (laptop, monitor, keyboard, software, etc.) along with any associated costs. If there are departmental savings, please list them here as well.**  Click or tap here to enter text. |

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| **List street address, city, and state of proposed workplace location (any workplace outside of MN requires a conversation with Human Resources):** |
| Click or tap here to enter text.  **Remote work agreement must be reviewed at least annually**. |
| **Employment & Compliance** |
| * While remote working, employees must comply with all Carleton policies, procedures, and guidelines as well as all applicable city, state, and federal laws. * Employees must track and record their time in the same manner as when working on campus * Non-exempt employees are required to adhere to required breaks, to report their work hours accurately and timely, and to obtain prior approval before working any overtime. * Employees who remote work are expected to abide by regularly scheduled and approved work hours (determined by the Department), to be fully accessible during those hours, and to attend meetings and functions in person as required, including on days they would customarily remote work (employees called to the office on a day they would normally remote work, they are not automatically eligible to remote work another day that same week). * The employee understands and agrees that all obligations, responsibilities, and terms and conditions of employment with the College remain unchanged, except those specifically addressed in this agreement. * The agreement is not a guarantee of employment or the ongoing ability to remote work and may be terminated at any time by either the College or the employee. * The employee understands that they are responsible for tax consequences of this agreement if any, and conformance to local zoning regulations. * Failure to fulfill work requirements, both qualitative and quantitative will result in revocation of remote work arrangement, disciplinary action, or termination of employment. * Remote Work Guidelines may change at any time. Changes to the Remote Work Guidelines will automatically apply to existing Remote Work Agreements. |
| **Communication** |
| To maintain close communication and standards of professionalism while working from a remote location, while remote working the employee shall:   * Notify manager and coworkers of any temporary change in the posted remote work schedule. * Be available to manager and coworkers by telephone and email during core hours. * Install & utilize [Zulu phone software](https://stolafcarleton.teamdynamix.com/TDClient/2092/Carleton/KB/ArticleDet?ID=111712) * Return calls and emails in a timely manner. * Fulfill required communication (such as daily contact) with manager. * Forward office calls to the remote site. |
| **Information Security** |
| * Employees must safeguard college information used or accessed during remote work and must abide by the Responsible Use of Technology Agreement. Employees should only access college data while using VPN. * Employees cannot allow others to use College equipment or to access the College network. * Any documents with sensitive information must be shredded and kept secure while at or in transit to/from the alternative worksite.  |  | | --- | | **Safety & Equipment** | | * Employees are responsible for maintaining a safe workspace including ensuring and providing ergonomic office furnishings for remote work location at their own expenses * Employees agree to hold the College harmless for injury to others at the alternate work site. * Employees agree to allow a Carleton representative access to their alternate work site during the employe’s scheduled remote work hours, upon request. * Both parties understand that all equipment, records, and materials provided by the College remain property of the College and must be returned at the end of the agreement period or upon request. * Employees are responsible for providing internet service at the remote work location | | **Limitations** | | * Employees are required to adhere to current remote work guidelines as listed in the [Carleton Employee Handbook](https://apps.carleton.edu/handbook/employment/?policy_id=870263). * Employees cannot conduct in person meetings at the remote working site. * Employees cannot operate a business or work for another employer during work hours. * Employees cannot have sole responsibility for providing care for others (dependent, elder, etc.) during work hours. | | **Signatures** | | **EMPLOYEE**: By signing, the employee states they have read, understood, and agree to the terms and conditions of this agreement:  Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **MANAGER**: By signing this statement, the manager approves the request and agrees to work with the employee to implement remote working as described in the remote working policy and this agreement.  Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **ADDITIONAL APPROVALS**:  Human Resources Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |