



Telecommuting Agreement

This is an agreement between Cowley College (“College”) and _____ (“Employee”) to establish the terms and conditions for performing work at an alternate work site on a regular basis (e.g., on the same day every week, or on some routine basis).

This agreement begins on _____ and continues until _____. The duration of this agreement may be modified at any time, with or without advance notice, as College business needs change.

The following conditions apply:

Employee’s telecommuting schedule will be:

Employee’s work hours will be:

Employee’s regular telecommuting site location is _____.

Employee’s regular telecommuting phone number is _____.

While telecommuting, Employee will:

- receive specific expectations regarding job duties, tasks and projects and deadline from supervisor;
- remain accessible during the telecommute work schedule;
- be required to provide work or project status updates as required;
- check in with the supervisor to discuss status and open issues;
- be available for teleconferences, scheduled on an as-needed basis;
- be available to come into the office if a business need arises;
- request supervisor approval in advance of working any overtime hours (if employee is non-exempt); and
- request supervisor approval to use vacation, sick, or other leave in the same manner as when working at Employee’s regular work location in accordance to current policy.
- Overtime hours are prohibited unless authorized by employee’s supervisor.

Employee’s duties, obligations, responsibilities, and conditions of employment with the College remain unchanged except those obligations and responsibilities specifically addressed in this agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular College work site. The supervisor reserves the right to assign work as necessary at any work site.



The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that Employee's work quality, efficiency, and productivity are not compromised by the telecommuting arrangement described herein.

Confidentiality and Privacy

Employee understands the importance of maintaining strict confidentiality and privacy while working at a remote location, where family members or individuals may be in proximity. Communications must be safeguarded whether during email communication, phone conversation, or documents containing sensitive information.

Safety & Equipment; Information Security

Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to Employee's supervisor at the earliest reasonable opportunity. Employee agrees to hold the College harmless for injury to others at the alternate work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:

- Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telecommute location, and shall not be reimbursed by the employer for these or related expenses. Internet access must be via DSL, Cable Modem, or an equivalent bandwidth network.
- Employee agrees to protect College-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
- Employee agrees to report to Employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest reasonable opportunity.
- Employee understands that all equipment, records, and materials provided by the College shall remain the property of the College.

Employee understands and agrees that Employee's personal vehicle may not be used for College business unless specifically authorized by Employee's supervisor in advance of such use.

With reasonable notice and at a mutually agreed upon time, the College may make on-site visits to Employee's telecommute location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of College property, and to maintain, repair, inspect, or retrieve College property.

Employee agrees to return College-owned equipment, records, and materials within five (5) business days of termination of this agreement.



Remote work for faculty

Under normal circumstances, faculty are required to maintain hours on campus as outlined in contractual agreements with limited approval for remote work (telecommuting). However, evolving emergency situations might put into place the Emergency Academic Plan (EAP), which calls for responsiveness of faculty to maintain academic standards under extraordinary circumstances allowing for a transition from face-to-face teaching and learning to distance delivery.

Faculty can teach their classes through these modalities:

- Live video conferencing via ZOOM or other tools. In this option, you will hold your class at its normally scheduled day and time (i.e., synchronous teaching).
- Digital delivery using Blackboard. If needed, pre-recorded lectures may be posted to Blackboard. ZOOM is not required and class would not need to meet at its regularly scheduled day and time (i.e., asynchronous teaching).
- Combination of synchronous and asynchronous, depending on course competencies.

Faculty are strongly encouraged to send an email to students reminding them of your class plan either 24 hours before class meets or after the first virtual class meeting to help ensure that all students are aware of the plan.

Some courses that require face-to-face instruction may continue in person depending on mandated restrictions. Faculty teaching in labs, performance-based classes and studios will be notified by the Chief Academic Officer (CAO) or designee with instructions on how and when these can occur.

During the time of distance delivery, faculty may be allowed to work from a remote location if they meet the following guidelines.

- Faculty does not have additional duties (supplemental) that requires campus presence
- Approval by the department chair and CAO or designee
- Verification that the instructor has the needed tools to work remotely
- Approved work hours for posting and being available for students and committee work

Expectations of faculty during remote work

- Attend meetings as required
- Respond to and meet with students as needed
- Follow College policies on handling communication, information security and privacy (FERPA)
- Be agreeable in returning to on-campus work when needed

Expectations of Faculty remaining on campus

- Allowed dependent on any mandated restrictions
- Work during prescribed hours as determined by crisis team or CAO
- Attend meetings as required
- Follow any campus procedures implemented by crisis team



Telecommuting is not an entitlement, it is not a college wide benefit; and it no way changes the basic terms and conditions of employment with Cowley College. Employees remain obligated to comply with all policies, practices and instruction. Failure to do so may result in the termination of the telecommuting agreement and/or disciplinary action, up to and including termination of employment.

I hereby affirm by my signature that I have read this Telecommuting Agreement and understand and agree to all of its provisions. I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Cowley College, and the College reserves the right to change my hours, wages and working conditions at any time.

Start of Agreement:

_____	_____
Employee	Date
_____	_____
Supervisor	Date
_____	_____
Administrative Council over Department/President	Date

End of Agreement:

_____	_____
Employee	Date
_____	_____
Supervisor	Date
_____	_____
Administrative Council over Department/President	Date

Please send this signed agreement to your HR Partner for placement in Employee's personnel file. The employee and the supervisor should each keep a copy of this agreement for future reference.



You may be issued equipment for use when working off-site as part of a telecommuting or work-at-home agreement. You agree to maintain and use any company equipment as described in this acknowledgment.

Quantity	Description	Date Issued

Vice President of Information Technology

Date