



This remote or alternative work agreement is to ensure that both the employee and the supervisor have a clear, shared understanding of the arrangement. Each remote or alternative work arrangement is unique depending on the needs of the college, position, supervisor and employee. This remote or alternative work agreement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship.

Employee Information

Employee Name _____ Employee ID _____
Job Title _____ Department _____
Regular Work Site _____ Remote Work Site _____

Employee Classification _____ Administrative _____ Faculty _____ Professional _____ Support _____

Type of Request

Remote Work Arrangement _____ New _____ Change _____ Renewal _____ Terminate

Alternative Work Arrangement _____ New _____ Change _____ Terminate

Duration

Begin Date _____ End Date: _____

Supervisor Acknowledgements

Job Duties can be performed fully or partially remotely. Yes _____ No _____

Supervisor has discussed with the employee what job duties are to be performed remotely and planned for any duties that must be performed on site. Yes _____ No _____

Employee has appropriate remote space, equipment, telephone, and internet access. Yes _____ No _____

Employee can ensure that remote work will not create an information security risk. Yes _____ No _____

Employee has demonstrated basic necessary job performance. Yes _____ No _____

Supervisor can provide adequate supervision and accountability for the remote work. Yes _____ No _____



Employee Acknowledgements

Employee will apply approved safeguards to protect college data from unauthorized disclosure or damage. Work performed at the remote work site is considered official PJC business. All records, papers and correspondence will be safeguarded for their return to the official location. Release or destruction of any records will only be done at the regular worksite according to statute and regulation. Computerized files are considered official records and shall be similarly protected.

Yes _____ No _____

The employee will remain accessible and productive during the work schedule and at other times as requested by the immediate supervisor. The employee will report to the employer's work location as necessary upon directive from their immediate supervisor.

Yes _____ No _____

The employee will perform their job responsibilities and duties as usual and as directed by their immediate supervisor.

Yes _____ No _____

The employee will designate and maintain an alternate workspace that is clean, safe, and professional in appearance.

Yes _____ No _____

Non-exempt employees will obtain supervisor approval prior to working unscheduled overtime.

Yes _____ No _____

The employee agrees to maintain the same performance requirements as if working at the regular work site. If the employee is placed on probation while working remotely, the employee understands they will no longer be eligible to perform work remotely.

Yes _____ No _____

The employee understands that equipment provided by the college will be serviced and maintained by the college except for service or damage arising out of negligence, misuse, or abuse.

Yes _____ No _____

The employee agrees to report work-related injuries to the Human Resources Department and their immediate supervisor at the earliest reasonable opportunity, in compliance with college policies. In the event the employee becomes ill or injured as a result of the condition of the alternative workspace, the employee hereby releases PJC from any and all possible liability related to such illness or injury, in consideration for the employee being able to participate in remote work.

Yes _____ No _____

The employee acknowledges that PJC is not and will not be liable or otherwise responsible for any injuries sustained by family members or visitors that may be present in the alternate workspace.

Yes _____ No _____



The employee understands that the employee is responsible for any individual tax implications as a result of this arrangement.

Yes _____ No _____

The employee agrees that any and all equipment, software, and supplies provided by the college to support remote work, remains the property of PJC. The decision to remove or discontinue use of resources rests entirely with the college. In the event that the employee ceases employment with the college, the employee agrees to return all PJC property within forty-eight hours.

Yes _____ No _____

The employee acknowledges that the college will not be liable for damages to the employee's personal property or employee-owned equipment being used in remote work or that may result from remote work.

Yes _____ No _____

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

Yes _____ No _____

The employee understands that all college policies and departmental guidelines continue to apply at all times.

Yes _____ No _____

Safety Checklist

Temperature, ventilation, lighting, and noise levels in the remote work site are adequate for maintaining a work location.

Yes _____ No _____

Electrical equipment in the remote work site is free of recognized hazards that could cause physical harm and electrical system allows for grounding of electrical equipment.

Yes _____ No _____

Remote work space is free of any obstructions that could restrict visibility and movement.

Yes _____ No _____

Proposed Work Schedule

Day of Week	Work Hours	Work Location
Sunday	_____	_____
Monday	_____	_____
Tuesday	_____	_____
Wednesday	_____	_____
Thursday	_____	_____
Friday	_____	_____
Saturday	_____	_____



Job Duties

The general expectation for an alternate work arrangement is that the employee will effectively accomplish their regular job duties, regardless of work location. Please list specific job duties and/or expectations for the remote or alternate work arrangement.

Employee Agreement

I request approval to participate in the PJC Remote and Alternative Work Policy and agree to adhere to all applicable program guidelines. I acknowledge that I have read and understand and agree to abide by this Remote and Alternative Work Agreement, the PJC Remote and Alternative Work Policy, and all applicable PJC policies.

Employee Signature

Date

Approvals

Employee Supervisor

Date

Vice President

Date

President

Date

Human Resources Director

Date