Telecommuting Agreement

This agreement between Collin County Community College District (CCCCD) and______________ specifies the conditions applicable to an arrangement for performing work at an alternate work site on a regular basis. The agreement begins on______________ and continues in accordance with her employment agreement. It can be withdrawn with ten (10) days written notice by either party.

1. The alternate work site is located at:_________________________________________. Days and hours when the employee will normally work at this alternate work site are:__________________________________________________________________________.

2. Duties and assignments authorized to be performed at this alternate work site include all responsibilities included in the employee’s job description as attached. The supervisor has the right to assign work as necessary at any work site.

3. Recognizing that effective communication is essential for this arrangement to be successful, the following methods and times of communicating are agreed upon:

[Specify: Who (include back-up and emergency contacts), when, how often, during what time frames, how (phone, fax, pager, face-to-face, e-mail, etc.).] Will there be any required trips to campus and if so, who pays?

4. The employee agrees to remain accessible during designated work hours and understands that the college retains the right to modify this agreement on a temporary basis and as a result of business necessity.

5. Regarding materials, supplies, and set-up, the following is agreed upon:

[Specify: Provision of supplies, reimbursement of telephone calls, PC, printer, DSL line, etc.]

6. The employee agrees to maintain a safe and secure work environment. The employee agrees to allow CCCCD access to assess safety and security, upon reasonable notice.

7. The employee agrees to report work-related injuries to the supervisor at the earliest reasonable opportunity. The employee agrees to hold CCCCD harmless for injury to others at the alternate work site.

8. The employee agrees to use CCCCD records, materials, and supplies for purposes of CCCCD business only, and to protect them against unauthorized or accidental access, use, modification, destruction, or disclosure. The employee agrees to report to the supervisor instances of loss, damage or unauthorized access at the earliest reasonable opportunity.
9. The employee understands that all records, materials and supplies provided by CCCCD shall remain the property of CCCCD.

10. The employee understands that his/her personal vehicle will not be used for CCCCD business unless specifically authorized by the supervisor.

11. The employee agrees to return CCCCD records, materials and supplies within ten (10) days of termination of this agreement.

12. The employee understands that he/she is responsible for any tax consequences, if any, of this arrangement and for conformance to any local zoning regulations.

13. The employee understands that all obligations, responsibilities, terms and conditions of employment with CCCCD remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.

I hereby affirm by my signature that I have read this Telecommuting Agreement, understand and agree to all of its provisions.

________________________________________  ______________________
Employee                                      Date

________________________________________  ______________________
Supervisor                                    Date

________________________________________  ______________________
Second line Supervisor                         Date

________________________________________  ______________________
Director of Human Resources                     Date