



I. EMPLOYEE INFORMATION

Employee ID#: _____

Last Name: _____

First Name: _____ M.I.: _____

JCC Campus Location: _____

Supervisor: _____

Job Title: _____

Department: _____

Agreement Start Date: _____ Review Date: _____

II. EMPLOYEE & SUPERVISOR AGREEMENT

This document specifies the detail of an employee's Telework Agreement with JCC. Individuals should read the JCC Telework Policy in full prior to this Agreement. When all parties have executed this Agreement, the employee is authorized to begin the telework process as defined in this Agreement. This Agreement may be discontinued by either the employee or the College at any time. Every effort shall be made to provide two (2) weeks' notice of a change or discontinuance. There may be instances, however, where shorter notice or no advance notice may be necessary. The employee and supervisor initials and date which follow indicate acceptance of the terms of this Agreement:

Employee: _____ Supervisor: _____

Number of Telework days per week: **Day(s) of the Week** (circle all that apply):

M T W Th F

Will these day(s) be the same each week? **Y N** (If no, explain):

Specify hours of teleworking:

Start: _____ End: _____ Total hours per day: _____

Specify physical address of teleworking location:

Address	City	State	Zip Code
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The employee is required to use available personal leave time (i.e., sick leave, vacation, extenuating circumstances) for personal business at his/her home and should notify supervisor prior to usage, in accordance with JCC policy and procedures. The employee will be required to complete request for leave prior to the event.

By initialing below, the employee accepts and understands that during the telecommuting period to:

_____ **a)** Immediately notify his/her supervisor of a change in workspace.

_____ **b)** Allow JCC to inspect the employee's designated workspace at mutually agreed upon times to ensure that safe working conditions exist.

_____ **c)** Understand JCC Workers' Compensation program and reporting procedures.

_____ **d)** Know that non-work activities, such as basic home tasks are prohibited during specified work hours.

_____ **e)** Not conduct face-to-face meetings or have business-related visitors at the approved remote workspace, unless pre-approved by supervisor. Meetings should take place at a JCC location.

_____ **f)** Understand that child and/or elderly care is prohibited, unless approved as an extenuating circumstance.

III. JOB DESCRIPTION, DUTIES & RESPONSIBILITIES:

The position description outlines the job duties and responsibilities for the employee during Teleworking times at their remote location and at their JCC primary employment location.

IV. EQUIPMENT & TECHNICAL SUPPORT:

If JCC-owned equipment is being used by the employee at the remote location, the employee must work with the IT department to complete a form signing out all equipment. The employee agrees to follow all JCC procedures regarding the use of equipment.

If JCC-owned equipment, hardware, and/or software is not being used, the employee agrees to hold harmless JCC and its employees, vendors and contractor's from any liability regarding non-JCC owned software, hardware and equipment. The employee agrees to access JCC technical support through previously arranged instructions by contacting the JCC Consolidated Helpdesk.

V. COMMUNICATION & ACCESSIBILITY:

Home Phone Number: _____ Cell Phone Number:

The employee agrees to promptly respond to communication both via email and telephone. Telephone communications can be received by the employee through the Earthlink Mobile Communicator, voicemail to email, and/or personal/cell phone number.

Employee: _____

VI. CONFIDENTIALITY OF DATA AND RECORDS MANAGEMENT

The employee agrees to maintain the highest standards of safeguarding JCC information and material in the teleworking location. Additionally, the employee agrees to the following measures to ensure the confidentiality of data, preservation and retention of records and to maintain the integrity of the telecommuting program:

Employee: _____

VII. ACCEPTANCE & APPROVAL OF PROCEDURE

I have read and understand both the Teleworking Policy and this Agreement. I agree to abide by and operate in accordance with the terms and conditions outlined in both documents. I agree that the sole purpose of this Agreement is to regulate teleworking, it neither constitutes an employment contract nor an amendment to any existing contract.

This Agreement may be discontinued by either the employee or JCC. Every effort shall be made to provide two (2) weeks' notice of the change or discontinuance. There may be instances, however, when shorter notice may be necessary.

Teleworking agreements must be reviewed every semester by immediate supervisors in order for employees to continue the teleworking arrangement.

By signing below, the employee agrees that he/she has received, read, understands, and will abide by the Teleworking Policy & Procedure and that he/she understands the policies and procedures of this Agreement, including the specific provisions listed above.

I _____ understand and agree to the terms and conditions of this Agreement. I also understand that any changes in the terms of this Agreement must be in writing and must be approved by the employee, supervisor, human resources representative and respective Vice President.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Associate Vice President: *(if applicable)* _____

Date: _____

Vice President Signature: _____

Date: _____

Human Resources Signature: _____

Date: _____