

Rogue Community College

TELECOMMUTING AGREEMENT

The purpose of this agreement is to clarify the issues involved in a telecommuting program sponsored by the college for some of its employees. Because telecommuting is a relatively new way of working, some of the standard policies and procedures we have in place to cover work in the office may not apply, or may have to be changed. Also, there are new conditions that arise that were never intended to be covered by existing RCC policies.

Please read this carefully and discuss it with your supervisor or the Human Resources department if you have questions, and also, perhaps, with your spouse if applicable.

1. As a telecommuter you are volunteering for this program based on your understanding of the RCC policy on telecommuting and your knowledge of the pros and cons of telecommuting. You and the college have every reason to believe it will work out. However, if you find that telecommuting is not to your liking and want to return to your office work location, you can do so by notifying your supervisor.
2. The college may at any time discontinue this agreement and you will be asked to return to your job at your office location. Also, if your work performance suffers and your supervisor decides it will be in your best long-term interest to return to the office full-time, you will be expected to return to the office. If you choose not to return on the expected date, this will be considered to be a voluntary resignation and will be treated as such under our standard policies.
3. Telecommuting is not an employee benefit intended to be available to all employees. As such, no Rogue Community College employee is entitled to, or guaranteed the opportunity to, telecommute.
4. Your salary, job responsibilities, and benefits will not change because of your involvement in the program, except as they might have changed had you stayed in the office full-time, e.g., regular salary reviews will occur as scheduled, and you will be entitled to any college-wide benefits changes that may be implemented. You agree to comply with all existing job requirements as now are in effect in the office.
5. Your total number of work hours are not expected to change during the program, and you will be responsible for providing information to your supervisor regarding your actual hours worked. In the event that you expect to work more than the standard number of hours, this must be discussed and approved in advance by your supervisor, just as any overtime scheduling would normally have to be approved.

6. Your daily work schedule for the days when you are working at home is subject to negotiation with and approval by your supervisor. If your job duties allow it and your supervisor feels a change would not impair your ability to be in contact with co-workers, you are free to vary your hours to suit your preference.

Initially, you will be expected to **work from _____ to _____ with lunch (if applicable) from _____ to _____ for a total of _____ hours worked per day on**

Monday **Tuesday** **Wednesday** **Thursday** **Friday.**

Any change from this schedule must be approved by your supervisor. You will be expected to work a normal work day in the office on every _____.

7. There may be times when you will be requested to come into the office on a day that you might have planned to spend at home. The college and your supervisor will try to minimize these unplanned office visits, but we ask that you recognize the need for them and agree to come in when requested. Similarly, there may be weeks when you have to spend more time than planned (up to the full five days) in the office when the nature of the workload requires it. It will be your responsibility to come into the office as requested during these times.

8. If funds are available, the department may provide the necessary computer, modem, software, and other equipment needed for you to do your job. All of these items remain the property of the college and must be returned upon request, in case of an extended illness, upon your resignation or termination, or if the program ends. When they are to be returned, you agree to return them yourself or to allow Rogue Community College to arrange to pick them up from your home. The necessary software and password for access to RogueNet will be provided by the college. You are responsible for maintaining security and controlling access to the files and data on your computer, according to the RCC policy on electronic resources.

9. You are responsible for the cost of installation and monthly service on a telephone line available for your use during the program. The college will reimburse you for all college-related business use of this telephone line (such as long-distance charges) when you submit a reimbursement request.

10. Office supplies as needed will be provided by the college; your out-of-pocket expenses for other supplies will not be reimbursed unless by prior approval of your supervisor. Also, the college will not reimburse you for travel expenses to and from the office on days when you come into the office, nor for any home-related expenses such as construction, renovations, heating/air conditioning, lighting, or electricity.

11. The computer, modem, software, and any other equipment or supplies provided by the college are provided primarily for use on college assignments. However, you can use these items for reasonable personal purposes as long as these do not create any conflict of interest with your job. The equipment and software should not be used by other household members or anyone else. College-owned software may not be duplicated except as formally authorized.

12. The security of college property in your home is as important as it is in the office. You are expected to take reasonable precautions to protect the equipment from theft, damage, or misuse. You are required to contact your homeowner's insurance carrier to determine to what extent this property is covered under your homeowner's policy. If the college is NOT covered, you agree to notify your supervisor, and, if requested, take out additional coverage at the college's expense to cover the property.

13. Any college materials taken home should be kept in your designated work area at home and not be made accessible to others. In no case will you take proprietary or confidential materials home except with the approval of your supervisor.

14. Rogue Community College is interested in your health and safety while working at home just as it is while you work in the office. For this reason, you are required to maintain a separate, designated work area at home. The college has the right to visit your home work area to see if it meets college safety standards; such visits will be scheduled with at least 24 hours' advance notice.

15. Any equipment provided should be placed where it is adequately supported and there is no danger of it falling. It should be connected to a properly-grounded electrical outlet and all wires kept out of walkways. If you have any questions about the adequacy/safety of your home work area, the college will help you in this regard.

16. Rogue Community College will be responsible for any work-related injuries under Oregon's Workers' Compensation laws, but this liability is limited to injuries resulting directly from your work and only if the injury occurs in your designated work area. Any claims will be handled according to the normal procedure for Workers' Compensation claims.

17. Telecommuting is not to be viewed as a substitute for dependent care. Rogue Community College expects that you will make arrangements for someone to care for your children or other dependents (if applicable) if needed. The college recognizes that one advantage of working at home is the opportunity to have more time with dependents, but it is your responsibility to insure that you are fully able to complete your work assignments on time.

18. It is your responsibility to determine any income tax implications of maintaining a home office area. Rogue Community College will not provide tax guidance nor will the college assume any additional tax liabilities. You are encouraged to consult with a qualified tax professional to discuss income tax implications.

I have read and understand this agreement and accept its conditions.

EMPLOYEE SIGNATURE _____ DATE _____

SUPERVISOR SIGNATURE _____ DATE _____

DEAN SIGNATURE _____ DATE _____

HUMAN RESOURCES APPROVAL _____ DATE _____