

MGCCC Remote Work Form

Name:	Phone:
Position:	Department:
M Number:	Email:
Campus/Center:	Supervisor:
Proposed start and end dates of remote work:	Location of remote work (address):
Proposed remote work schedule: ## hours per week - # days a week	

Provide explanation as to why working remotely is needed and how it is of benefit to MGCCC:

Typical assignments to be completed at the remote work location:

Describe any resource or technology MGCCC would need to provide to enable remote work (include inventory numbers of any equipment begin used remotely):

I understand and agree to the following:

- The ability to work remotely is a necessity during a time of modified college operations as a result of an emergency situation. This arrangement in no way alters any employment relationship with MGCCC or obligations to observe all MGCCC rules, policies and procedures. All existing terms and conditions of employment, including but not limited to job descriptions, salary, benefits, leave accrual and overtime, remain the same.
- This agreement may be modified or cancelled, with or without notice, and will terminate automatically if employee's employment with the college ends for any reason and/or upon end of the precipitating emergency situation.
- Employees must report work-related injuries to their supervisor per college procedures and shall agree to hold the college harmless for injury to the person or property of others at the remote worksite.
- Employees must remain accessible during the remote work schedule, be available for teleconferences, and available to come into the office if a business need arises.
- Employees are responsible for providing a suitable designated workspace, telephone, and internet capabilities at the remote work location, and shall not be reimbursed by the employer for these or related expenses. Internet access must have sufficient bandwidth, security and reliability to complete college work. Employee may be required to work on-site if this condition is not met.
- Employees must protect college-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure.
- Employee owned computers should have the latest operating system, patches and virus protection installed.
- MGCCC equipment located at remote worksites is subject to all policies and restrictions related to use of state-owned property and employees are responsible for any and all equipment and software that is used at the remote worksite.
- Employees shall work with their supervisors to maintain accurate time accounting documentation to support and substantiate work hours and work products and will submit routine time reports and status reports describing tasks performed and/or completed as requested. Advance approval of the employee supervisor is required before working more than 40 hours in a workweek (if non-exempt). Compensatory time will not be awarded while working remote, and a request must be made of the employee supervisor through the usual department protocol for vacation, medical or other leave.

- MGCCC will not be responsible for operating costs, home maintenance, or any other incidental costs, e.g. utilities, telephone, insurance, associated with the use of any residence for remote working.
- This Agreement does not constitute an employment contract and it does not create a property interest in employment.
- Employee personal vehicle may not be used for college business unless specifically authorized in writing by the employee's supervisor in advance of such use.
- No face-to-face college-related business may occur at the remote worksite.
- Employees responsible for tax and insurance consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

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

Employee Signature:

Date: _____

Department Head Signature: _____

Date: _____