



## Telecommuting/Alternate Work Environment Parameters Agreement

**Employee Name:**

**Employee ID:**

**Position Title:**

All initial and subsequent requests for a telecommuting/alternate work environment will follow the same submission and review process and adhere to all conditions described in Regulation 4010.05.

**Start Date:**

**End Date:**

**JUSTIFICATION FOR REQUEST:**

*All appropriate documentation must be included with the justification.* Documentation attached

**Employees granted a telecommuting or alternate work environment arrangement will be subject to the same performance, professional and ethical standards for their position and responsibilities as if they were working on campus. Telecommuting or an alternate work environment arrangement should not, at any time, reduce the effectiveness of the department/area or decrease the productivity of the employee or department/area.**

**IN ADDITION TO THE REGULARLY ESTABLISHED JOB DUTIES, THE FOLLOWING  
PARAMETERS ARE HEREBY INCORPORATED INTO THIS AGREEMENT:**

**Working Conditions:**

1. Employee is required to participate in various EAC employee meetings via electronic means as scheduled.
2. Employee is required to respond to email inquiries in a timely manner, generally within the same day. Should a response take more time, the employee shall acknowledge receipt of the email.

3. Employee may be required to work on campus to complete various requirements of the job, as directed by the supervisor.
4. The employee is expected to work a similar schedule as if working on-campus.
5. The employee shall be reachable via telephone, within reason, during agreed upon work hours.
6. The employee shall notify supervisor of planned and unplanned leave according to College policy.
7. The employee shall agree to retrieve voice mail messages at least two times per work day.
8. The employee shall comply with the confidentiality requirements of the position and protect data and records as if working from an on-campus location.
9. The employee shall follow established security protocols.

**Task/Deliverable Requirements:**

1. The employee shall follow and complete the established calendar of recurring task responsibilities.
2. The employee shall work towards achieving established goals to include clear due dates, common processes to follow, and established deliverables.

**College provides:**

1. Provide appropriate hardware as may be reasonably needed to perform job duties.
2. College to provide access to files and software required to perform job duties for employee via VPN or similar secure means, as appropriate, based on requirements of the position.

**Employee provides:**

1. Workspace that is conducive to performing the job functions in a safe and productive environment.
2. Internet connection that has a minimum connectivity of 15 mbps download speed.
3. Provide network access to College Tech Services Technicians in order to upload, install, configure, and maintain necessary software on college owned hardware.
4. Appropriate surge suppression for college owned computer.

**Supervisor provides:**

1. Clear expectations, parameters, and direction to the employee working under this approved agreement.
2. Appropriate oversight of the job performance of the employee working under this approved agreement that will, at a minimum, include regular weekly visits (electronic or in-person) and frequent communication of expectations, parameters, and direction.
3. Work proactively with the employee to manage the initiation, conclusion, and time frame for an approved agreement(s).

**Further conditions of Agreement:**

1. College owned hardware and software is for college use only and may not be used for personal purposes.
2. Secure storage environment for equipment/files – confidential and sensitive college data will not be stored locally, either printed or in electronic format.
3. Assure that personally owned computers used to connect to EAC networks are kept up-to-date with the latest security updates and patches.
4. Assure that personally owned computers used to connect to EAC networks have up-to-date antivirus or anti-malware software with real time protection enabled and up-to-date definitions installed.

**Supervisor approval for remote assignment:**

Supervisor Signature

Date

**I hereby accept the above-stated terms of employment with the conditions pertaining thereto and agree to fully and competently perform the duties, which are assigned to me in accordance with Eastern Arizona College policies, procedures, and practices.**

Employee Signature

Date

**The offer stated within is hereby authorized:**

Signature of President or Designee

Date