

GRCC Remote Work Request and Agreement Form

General Work Agreement

This is an agreement between (department) _____ and (employee name) _____ to establish the terms and conditions for performing work at an alternate work site on a regular basis (e.g., on the same day every week, or on some routine basis).

This agreement begins on (date) _____ and continues until (date) _____. This agreement will be reviewed at least annually. This agreement may be modified or canceled with seven (7) calendar days written notice and will terminate automatically if employee ceases to be employed by GRCC. The following conditions apply:

- Employee's remote work schedule is (add day/hours): _____

- Employee's regular remote work site location is (location): _____
- Employee's regular remote work phone number is (phone number): _____

While working remotely, employee will:

- remain accessible during the remote work schedule;
- check in with their supervisor to discuss status and open issues;
- be available for virtual conferences, scheduled on an as-needed basis;
- be available to come in to the office if a business need arises;
- obtain supervisor approval before working any overtime hours (if employee is non exempt); and
- request supervisor approval to use vacation, sick, or other leave in the same manner as when working at employee's regular work location.
- The college expects that remote work will be performed within the state of Michigan.
- Employees engaging in remote work must report remote work hours on their bi-weekly timesheet using the "TC" code on the timesheet. In and out times should not be used.

Employee's duties, obligations, responsibilities, and conditions of employment with GRCC remain unchanged except those obligations and responsibilities specifically addressed in this agreement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the regular GRCC work site. The supervisor reserves the right to assign work as necessary at any work site.

The parties acknowledge that this agreement may be evaluated on an ongoing basis to ensure that employee's work quality, efficiency, and productivity are not compromised by the remote work arrangement described herein.

Safety and Equipment; Information Security

Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work-related injuries to employee's supervisor at the earliest reasonable opportunity. Employee agrees to hold GRCC harmless for injury to the person or property of others at the remote worksite.

Regarding space and equipment purchase, set-up, and maintenance for remote working purposes:

- Employee is responsible for providing a suitable designated work space, 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 be via a network with bandwidth equivalent to the employee's regular college work site.

- Employee agrees to protect college-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
- Employee agrees to abide by all college policies and rules concerning the use of computer equipment and other information technology devices, including any personal devices that obtain connectivity to GRCC network. Relevant college policies are available at grcc.edu/faculty-staff/general-counsel/policies.
- Any work related data, documents, or other materials stored on personal electronic equipment are subject to Michigan public records law and to review and retrieval by GRCC.
- Employees must follow GRCC’s best practices for working remotely, found in the IT Customer Support Knowledgebase. In addition, an employee working remotely must bring their GRCC issued laptop to campus to connect to the GRCC secure network at least once every two months to allow for appropriate updates to occur.
- Employee agrees to report to employee’s supervisor any incidents of loss, damage, or unauthorized access, including a “breach of the security of the system,” at the earliest reasonable opportunity.
- Employee understands that all equipment, records, and materials provided by GRCC shall remain the property of GRCC.
- Any equipment furnished by employee will be provided and maintained at no cost to GRCC.

Employee understands and agrees that employee’s personal vehicle may not be used for college business unless specifically authorized in writing by employee’s supervisor in advance of such use.

Employee agrees that no face-to-face college-related business may occur at the remote work site.

With reasonable notice and at a mutually agreed upon time, GRCC may make on-site visits to employee’s remote worksite to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of college property, and to maintain, repair, inspect, or retrieve college property.

Employee agrees to return college-owned equipment, records, and materials within 3 days upon termination of this agreement or upon separation from the college. Within 3 days of written notice, employee must return college-owned equipment for inspection, repair, replacement, or repossession.

Employee understands that employee is responsible for the 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 Request and Agreement Form and understand and agree to all of its provisions.

Employee’s Name: _____ Date: _____

Supervisor’s Name: _____ Date: _____

Supervisor’s Title: _____

Send the approved agreement to the Human Resources department.

