



Feather River College

Temporary Telework Agreement

Due to the current COVID situation and Governor Newsom's ongoing orders, some Feather River Community College District employees will need to continue part or all of their work responsibilities from home through telecommuting for a longer timeframe than originally anticipated. Telecommuting will be approved on a case-by-case basis consistent with the mission of the District and respective department or unit.

The following constitutes the agreement between the named employee and the Feather River Community College District (District) on the terms and conditions of the individual's participation in a remote working assignment. This Agreement is entered into as a temporary measure to address the current health situation and will be only used for that purpose. This Agreement cannot be the basis for a request for future telecommuting that is not related to the current health situation. Note that having successfully engaged in temporary telecommuting pursuant to this Agreement does not require management to agree to any future telecommuting.

Employee Name: _____

Employee Job Title: _____

Alternate Work Site Address: _____

Alternate Work Site Phone Number(s): _____

Supervisor Name: _____

1. This agreement is for a formal telework agreement. The employee will work from the alternate remote location identified as their primary work location. The agreement does

not prevent or restrict the supervisor's ability to require the employee to report to their permanent work assignment location or another temporary work location as needed and without advanced notice; however, advanced notice should be given whenever possible.

2. All existing duties, obligations, responsibilities, and conditions of employment remain unchanged. Telecommuting employees are expected to abide by all District and departmental policies and procedures, rules and regulations, and Collective Bargaining Agreements.
3. Telecommuting employees are required to perform their assigned work duties and be accessible as if they are working at their District worksite during the established telecommuting Work Schedule. Employees must be accessible at all times during their temporary telecommute scheduled work times via the manner and technology designated by their supervisor, which may include laptop computer, mobile phone, email, messaging application, video conferencing, instant messaging and/or text messaging unless in a leave status. Employees will make themselves available to physically attend scheduled work meetings, trainings, and other department activities as requested or required by the Department.
4. District-provided equipment will be serviced and maintained by the District. The employee is responsible for servicing and maintaining any personal equipment, materials, and technologies provided and used by the employee for business purposes.
5. Employee certifies their alternative work site is a safe working environment.
6. The District shall not be liable for damages to the employee's personal or real property during the course of performance of official duties or while using District equipment in the employee's residence or other property, except where required by law.
7. The District shall not be responsible for operating expenses, home or property maintenance, or any other incidental costs (e.g. utilities) associated with the employee's participation in the agreement. The employee shall continue to be entitled to reimbursement for authorized travel and expenses while conducting business as assigned by the District per the District's reimbursement policies.
8. Injuries occurring while the employee is in a paid working status and performing assigned work shall be subject to worker's compensation laws and regulations the same as work performed at a District owned and operated facility.
9. The employee shall comply with all District policies and standards for safeguarding and protecting any confidential business information, personally-identifiable information, and all other sensitive information they possess. The employee shall ensure confidential,

personally-identifiable, and all other sensitive information discussed via any form of communication is conducted in a manner consistent with District policies and procedures and protects the information from unauthorized disclosure to the maximum extent possible. The supervisor and employee will discuss the safeguards and protections in place and to be used by the employee.

10. Each supervisor will develop direction and expectations for telecommuting work to support their department objectives.

Employee Certification

I agree to voluntarily participate in this telework agreement. I have read and agree to the terms and conditions stated above.

Signature: _____ Date: _____

Supervisor Certification

The District authorizes the employee's participation in this agreement. I have read and agree to enforce and comply with the terms and conditions stated above.

Signature: _____ Date: _____

Copy to hr@frc.edu