

Temporary Telecommuting Agreement

Alvin Community College (ACC) encourages departments and units to consider ways of implementing social distancing as a method to minimize the spread of the COVID-19 virus (referred to throughout this document as the current health situation). One such option for social distancing is telecommuting on a temporary basis where management has determined that such temporary telecommuting is appropriate and viable.

This Temporary Telecommuting Agreement (Agreement) should be used in all instances in which management has determined that an employee may temporarily telecommute as a means of social distancing. The telecommuting setting provides the flexibility needed to adjust to any changing circumstances as the current health situation continues to evolve. Here is the link detailing the requirements for remote technology https://portal.alvincollege.edu/employeeservices/informationtechnology/remote_work/Pages/default.aspx.

This Agreement is between ACC and _____ (“employee”), and must be signed and approved by the employee’s manager and ELT member with oversight over the division/department. All policies and procedures referenced in this Agreement require the same adherence as they do on campus unless otherwise defined in this Agreement. If management decides to end the employee’s temporary telecommuting arrangement as described in this Agreement, he/she may discuss with management whether any further telecommuting is appropriate. Note that having successfully engaged in temporary telecommuting pursuant to this Agreement does not require management to agree to any future telecommuting.

- A. We, (ACC and the employee) agree that he/she will temporarily telecommute beginning on: _____ . The employee understands the permission granted by this agreement to telecommute is a temporary measure only, and will be reviewed continuously during the period in which ACC encourages social distancing as a measure intended to minimize spread of the current health situation. Accordingly, ACC may alter this schedule or end the temporary telecommuting agreement at any time in its discretion. The end date of this agreement will be based on the College reopening and social distancing is no longer necessary. All employees will be notified when the Agreement ends.

- B. The employee agrees to maintain a presence with his/her Supervisor while temporarily telecommuting. Presence may be maintained in the manner and using the technology, directed by the Supervisor, which remains readily available such as by laptop computer, mobile phone, email, messaging application, videoconferencing, instant messaging and/or text messaging at all times during the normal business hours. The employee is expected to maintain the same response times as if he/she were at his/her regular work location. The employee will make his/herself available to physically attend scheduled work meeting, if necessary, as requested or required by the supervisor and the responsible ELT member.

- C. While temporarily telecommuting, the employee will work just as if he/she was in a regular ACC work location and maintain productivity, performance, communication and responsiveness standards as if he/she was not temporarily telecommuting. This Agreement does not change the basic terms and conditions of his/her employment at ACC. The employee will perform all duties as set forth in his/her job description, as well as any additional duties that the Supervisor may assign from time to time. Further, he/she remains obligated to comply with all College policies and procedures.

- D. If the employee is a non-exempt TSCM staff member, he/she is not to work overtime without prior approval from his/her supervisor, and he/she is required to take normal meal breaks while telecommuting.
- E. The employee will be solely responsible for the configuration of and all of the expenses associated with his/her telecommuting workspace. This includes ensuring and maintaining an ergonomically appropriate and safe telecommuting worksite.
- F. There is a limited number of technical devices (i.e., laptops, tablets, etc.) owned and issued by ACC IT Services department. Please submit a request to ACC IT Services department at <https://itservicedesk.alvincollege.edu/>. If the employee is approved to use a personal mobile device while telecommuting, he/she must consult with the ACC IT Services department to arrange appropriate set up of the mobile device(s). The employee is prohibited from tampering with any software, firmware or hardware provided by ACC IT Services department or loaded onto his/her personal mobile devices to enable the perform of ACC work. Regardless of whether using personal or ACC technical devices while telecommuting, the employee is responsible at all times for the access, use and security of the devices. By signing this Agreement, the employee is also confirming he/she has read, understands and will comply with the [Information Technology User Agreement](#).
- G. By signing this agreement, the employee acknowledges that if his/her supervisor deems that the temporary telecommuting arrangement described in this Agreement is not working effectively or as envisioned, management may at any time adjust or end the temporary telecommuting arrangement. The employee's supervisor will strive to provide at least 24 hours' advance notice of any changes to the temporary telecommuting arrangement.
- H. The employee agrees that when he/she begins temporarily telecommuting under this Agreement, he/she will be telecommuting from the following City and State:
_____.

ACKNOWLEDGEMENT OF AGREEMENT:

Print Name	Date
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Employee Signature	Title
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APPROVED BY:

Print Name (Manager/Supervisor)	Date
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Signature (Manager/Supervisor)	Title
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ELT Member Signature	Date
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Email the approved form to HR@alvincollege.edu

cc: HR Personnel File