



Peralta Community College District

333 East Eighth Street ▪ Oakland, CA 94606 ▪ (510) 466-7202

PCCD Remote Work Plan

Employee and Department agree to adhere to AP 7900 (Remote Work) and the terms of this Agreement.

1. Employee understands that one of the evaluation tools for this Remote Work Agreement will be based on satisfactory completion of Employee's job responsibilities as identified in the employee's job description.
2. Employee agrees to complete work in the same manner as would be done in the office, which includes, but is not limited to, meeting deadlines, attending meetings, and being reachable.
3. Employee acknowledges they must forgo Remote Work when their physical presence is required in the office on regularly scheduled Remote Work days. Managers and/or supervisors should provide reasonable notice whenever possible.
4. Employee agrees to maintain safe working conditions at the approved remote work location and abide by the Department's Ergonomic Program guidelines.
5. Employee will endeavor to maintain a distraction-free remote work environment to ensure that Employee can work at the alternate work location without adversely affecting normal work duties or professionalism. Appropriate leave will be reported should the employee need to attend to prolonged personal matters.
6. Employee agrees to be responsible for all Employee-owned equipment, including but not limited to internet bandwidth, to perform all work functions.
7. Remote Workers must be generally available during their designated work hours as prescribed by the manager/supervisor.

Technology and Equipment

The employee and department agree to work together to ensure that the alternate worksite is safe and ergonomically suitable.

All equipment or technology access that the employee will need for Remote Work and whether it will be employee or employer provided shall be determined prior to the start of Remote Work and indicated below. In the event of equipment failure or service interruption, the employee must notify employer to discuss alternate assignments or other options.

PCCD Remote Work Equipment

Equipment	Description

Employee and manager will follow PCCD's established Asset Management process to borrow equipment to take to the Remote Work location and to return equipment to the department. Employee will arrange to make PCCD equipment available for maintenance and repair by IT as needed. Upon termination of the Remote Work Agreement, Employee agrees to return all PCCD-owned equipment in a timely manner or may be responsible for the cost of the equipment pursuant to District policy.

Scope of Agreement

Employee understands that all obligations, responsibilities, and terms and conditions of employment with PCCD remain unchanged, except those specifically addressed in this Remote Work Agreement. Any breach of this Remote Work Agreement by Employee may result in modification or termination of the Remote Work Agreement.

The Remote Work Agreement may be reviewed on an ad hoc basis and may be modified in response to a request by either the supervisor or Employee, changes in position or Employee eligibility, or to address individual or organizational performance.

Employee or manager may terminate agreement at any time by providing notification in writing.

To be Completed by Supervisor

Remote Work Request:

- Approved
- Denied

Reason for Denial if applicable:

Employee Information:

Employee Name: _____

Employee ID: _____

PCCD Location: _____

Email Address: _____

Remote Work Phone Number or PCCD Extension: _____

Employee's Remote Work schedule:

Beginning Date: _____

Ending Date: _____

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Office (O) or Remote (R)	_____	_____	_____	_____	_____	_____	_____
Start and End Time	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____	_____ _____

Remote Work Agreement Acknowledgement:

I have read and understand this Agreement, understand its provisions and, by signing below, agree to be bound by this agreement. I have met with my supervisor and discussed my role and responsibilities for Remote Work.

Employee's Signature: _____

Date: _____

The Department concurs with Employee's participation and agrees to adhere to policy guidelines and this agreement.

Supervisor's Signature: _____

Date: _____

Maintain one copy of this agreement for Employee, Supervisor and HR.