RED ROCKS COMMUNITY COLLEGE EMPLOYEE TELECOMMUTING AGREEMENT

EMPLOYEE INFORMATION

Last, First, M.I.

RRCC Campus Location

Employee S#

Supervisor

Job Title

I.

Department

II. EMPLOYEE & SUPERVISOR AGREEMENT

This document specifies the detail of an employee's telecommuting work arrangement with RRCC. Individuals should read the RRCC Telecommuting procedure in full prior to this agreement. When all signatures are present, the employee is authorized to begin the telecommuting procedure as defined in this agreement. This telecommuting agreement may be discontinued by either the employee or the College at any time. Every effort shall be made to provide thirty (30) days notice of a change or discontinuance. There may be instances, however, where shorter notice may be necessary. The employee and supervisor initials and date which follow indicate acceptance of the terms of this arrangement:

__Employee ____Supervisor

III. DESIGNATED WORK HOURS, WORKPLACE & ACCESSIBLITIY

Number of telecommuting work days per week:	Day(s) of the Week	(circle all that apply):	M T W R	F
Will these day(s) be the same each week?Y_	N (If no, explain):			
Specify core hours of telecommuting:	to / t	o Total hou	rs per day:	
Specify physical address of telecommuting location:	Address	City	State	Zip Code
		•		1

Note: The employee is required to use available personal leave time (i.e., sick leave, vacation, extenuating circumstances) for personal business at his/her home and should notify supervisor prior to usage, in accordance with CCCS policy and location reporting procedures. The employee will be required to complete and submit a Leave Request on "The Rock" prior to the personal leave event.

By initialing below, the employee accepts and understands that during the telecommuting period to:

- a) Immediately notify his/her supervisor of a change in residence.
- b) Allow RRCC to inspect the employee's designated work location at mutually agreed upon times to ensure that safe working conditions exist.
- c) Understand RRCC Workers' Compensation program and reporting procedures.
- d) Know that non-work activities, including basic home tasks such as cleaning, laundry, lawn work, etc are prohibited
 e) Not conduct meetings or have business related visitors, unless pre-approved by supervisor. Meetings should take
 - place at a RRCC location.
- f) Understand that child and/or elderly care is prohibited.

IV. JOB DESCRIPTION, DUTIES & RESPONSIBILITIES:

The position description outlines the job duties and responsibilities for the employee at the telecommuting location and at RRCC primary employment location. Attach the official position description and clearly delineate where each job duty will be performed and the percentage of the time it will be performed.

V. EQUIPMENT & TECHNICAL SUPPORT:

If RRCC-owned equipment is being used by the telecommuter at the remote location, the employee must submit a signed copy outlining all equipment taken. The employee agrees to follow RRCC procedure regarding the use of equipment.

Employee: _____ Employee S#: _____

If RRCC-owned equipment, hardware, and/or software is not being used, the employee (telecommuter) agrees to discharge RRCC and its employees, vendors and contractor's from any liability regarding non-RRCC owned software, hardware and equipment.

The telecommuter agrees to access RRCC technical support through previously arranged instructions by contacting:

____at RRCC telephone number _____

VI. COMMUNICATION & ACCESSIBILITY:

Home Phone Number:	Cell Phone Number:	
Employee and supervisor authorize the following people		to have this phone
number and authorize telephone calls to employee for busine	ess purposes only on days of telecom	nuting as defined in this agreement.
Employees RRCC telephone extension will be forwarded to: 'no', employee and supervisor agree: Calls will be handled by (specify name and RRCC phone ex		Cell Number:YN
Employee will telephone no later thana/p o SupervisorReceptionistDesignated Co-worker		
Other designated procedures/emergency contacts:		

VII. CONFIDENTIALITY OF DATA AND RECORDS MANAGEMENT

The employee agrees to maintain the highest standards of safeguarding RRCC information and material in the telecommuting location. Additionally, the employee agrees to the following measures to ensure the confidentiality of data, preservation and retention of records and to maintain the integrity of the telecommuting program:

VIII. ACCEPTANCE & APPROVAL OF PROCEDURE

I have read and understand both the Telecommuting Procedure and this Agreement. I agree to abide by and operate in accordance with the terms and conditions outlined in both documents. I agree that the sole purpose of this agreement is to regulate telecommuting and it neither constitutes an employment contract nor an amendment to any existing contract. This telecommuting agreement may be discontinued by either the employee or RRCC. Every effort shall be made to provide thirty (30) days notice of the change or discontinuance. There may be instances, however, where shorter notice may be necessary.

By signing below, the employee agrees that s/he has received, read, understands, and will abide by the Telecommuting Procedure, that s/he understands the policies and procedures of the Telecommuting Program, including the specific provisions listed above.

Ι

Employee Name

understand and agree to the terms and conditions of this Program and authorization. I

also understand that any changes in the work arrangement must be in writing and must be approved by the employee, supervisor, location Human Resources representative and affected Vice President.

Employee Signature	Date	Human Resources Signature	Date
Supervisor Signature	Date	Vice President Signature	Date