

## Colorado College Telecommuting Agreement

Working in locations other than the regular work site (telecommuting/telework) can be an alternative means of achieving the mission of the college. Supervisors may allow telecommuting when doing so will benefit the college and the employee.

This document is intended to ensure that both the supervisor and the employee have a clear, shared understanding of the employee's telework arrangement. Each telework arrangement is unique depending on the needs of the position, supervisor, and employee.

### **Telework Information:**

|  |   |
|--|---|
| Employee Name:   |   |
| Job Title:   |   |
| Department:  |   |
| Division:  |   |
| Supervisor:  |   |
| Arrangement requested by:  | <input type="checkbox"/> Employee or <input type="checkbox"/> College |
| Location where telework will be performed:<br>(Designate specific location: e.g. Home Office, Kitchen, etc.) |   |
| Telework arrangement effective dates:  | To  |

### **Job Responsibilities:**

The general expectation for a telework arrangement is that the employee will effectively accomplish their regular job duties, regardless of work location.

If there are telework-specific job duties or expectations, if regular duties are abbreviated/altered, or if the regular work schedule is altered, specify this in the box below (or enter N/A).

### **General Work Schedule** (may vary upon agreement by both employee and supervisor):

College hours of operation are not expected to change during telecommuting. Employee agrees to be available via phone, email, and/or video conference during their work schedule. In the event that overtime is anticipated, this must be discussed and approved in advance with the manager, just as any overtime scheduling would normally have to be approved. Paid leave policies remain in effect for telecommuters. Employee should log appropriate paid leave during non-work hours within the regular work week on their time card/leave report.

Please enter hours you plan to work in each location on the applicable days. Enter as a range (i.e. 8:00 to 5:00).

|             | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------------|--------|--------|---------|-----------|----------|--------|----------|
| On Campus   |        |        |         |           |          |        |          |
| Telecommute |        |        |         |           |          |        |          |

The parties also agree as follows:

- I. Scope of Agreement – Employee agrees to perform services for Colorado College as a telecommuter as outlined above. Telecommuting is available at Colorado College’s sole discretion. Employee agrees that telecommuting is voluntary and may be terminated at any time, by either the Employee or Colorado College, with or without cause, by providing notice in writing to the other party. Telecommuting is not an employee benefit intended to be available to the entire college. As such, no employee is entitled to, or guaranteed the opportunity to, telecommuting. Colorado College will not be held responsible for costs, damages or losses resulting from cessation of this telecommuting agreement. This Agreement is not a contract of employment and may not be construed as such. Confidentiality and protection of college data and information must be maintained at off-site locations at all times.
- II. Salary and Benefits – Salary and benefits will not change because of telecommuting, except as they might have changed had Employee stayed on site to work.
- III. Equipment and Supplies – Colorado College *may* provide the necessary computer, software, and other equipment and supplies needed for telecommuting. All of these items remain the property of the college and must be returned to the college upon request. The computer, software, and any other equipment or supplies provided by Colorado College are provided for use on college assignments. Other household members or anyone else should not use college property.
  - a. Employee may use personal equipment for telecommuting purposes. In such cases, Employee will be responsible for the maintenance and insurance required for the equipment.
  - b. Office supplies may be provided by Colorado College as needed. Employee’s out-of-pocket expenses for supplies will *not* be reimbursed unless by prior approval of Employee’s manager.
- IV. Workspace – Employee agrees to designate a workspace within Employee’s remote work location for placement and installation of equipment to be used while telecommuting. Employee agrees to maintain this workspace in a safe condition, free from hazards and other dangers to Employee and equipment. Any college materials taken home should be kept in the designated work area at home and not be made accessible to others.
- V. Worker’s Compensation – Colorado College will be responsible for any work-related injuries under the State of Colorado’s Workers Compensation laws, but this liability is limited to injuries resulting directly from work and only if the injury occurs in the designated work area. Any claims will be handled according to the normal procedure for Worker’s Compensation claims.
- VI. Income Tax – It will be the Employee’s responsibility to determine any income tax implications of maintaining a home office area. Colorado College will not provide tax guidance nor will Colorado College assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

I have read and understand this agreement and accept its conditions.

|                    |      |
|--------------------|------|
| Employee Signature | Date |
|--------------------|------|

**Approvals:**

|                           |      |
|---------------------------|------|
| Supervisor Signature      | Date |
| Department Head Signature | Date |
| Cabinet Member Signature  | Date |

After Cabinet has signed this form, please email it to [HRCOVID19@coloradocollege.edu](mailto:HRCOVID19@coloradocollege.edu).

|                           |      |
|---------------------------|------|
| Human Resources Signature | Date |
|---------------------------|------|