ATTACHMENT 1 PILOT VOLUNTARY HYBRID WORK PILOT PROGRAM AGREEMENT FORM

February 15, 2023- May 31, 2024

Employee Name:	Employee ID:		
Classification:	Department:		
Telecommuting Site address:			
Work Email:	Phone #:		
Hybrid Work Start date:	End date:	(not to exceed	

Hybrid Work Schedule

Mark the days that you are scheduled to work at the Alternate Worksite and the days you are scheduled to work at your assigned regular District worksite. If your hybrid work hours are different from your assigned on-site work hours, list them below. Work hours will be in accordance with Collective Bargaining provision(s). Hybrid days shall not exceed 40% of workdays in a week and the hybrid schedule must be consistent and may only be changed by mutual agreement between the employee and their direct supervisor.

Weekly Work Schedule Hours and Location - Must adhere to Article 11 of the CBA

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Location							
Start							
End							

By signing this Agreement, all parties acknowledges that they have received, read, and understood the Agreement.

Employee Signature	Date	Manager/Director Signature	Date
Supervisor Signature	Date	Vice President Signature	Date

Cc: Employee Personnel file

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Hybrid Work Performance Expectations

agrees to perform all functions of their position in a satisfactory manner for the period of this Agreement from the effective date of ______ to the ending date of ______.

Employees must be accessible via telephone, email, videoconference, and/or network access to their direct report manager, supervisor and other District employees while hybrid working, as if working at their District Worksite. Employees agree to fulfill all duties that require them to be at their District Worksite including, but not limited to, staff meetings, department meetings or activities, collaborations with coworkers, trainings, and interactions with students, other District employees, and the public.

Employees approved for hybrid work need to be available to report to campus with a twentyfour (24)hours' notice if necessary for business operations. This may include the requirement to report to campus on a regularly scheduled hybrid workday. Employees may also be required to report to campus in cases where they do not have internet access, network access, or are experiencing issues that impact their ability to work remotely, such as a loss of power. If a scheduled day off (Holiday, Vacation Day, etc.) occurs on the hybrid work-day, the hybrid day may only be switched with mutual agreement. The District may terminate or modify the Agreement if an employee fails to remain accessible.

The following is a list of additional expectations while telecommuting:

Other Expectations:

- 1. Employee shall make reasonable efforts to keep their camera on for all virtual meetings.
- 2. Employee shall be accessible and respond promptly during scheduled workhours.
- 3. _____
- 4. _____
- 5.

Employee Signature

Date

Supervisor Signature

Date

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EQUIPMENT CHECKLIST AND RESPONSIBILITIES FOR HYBRID WORKERS

- 1. The District will provide technical support to hybrid working employees in the same manner as it provides to all employees for District owned equipment. Employees in need of technical support must bring the equipment to their District Worksite. In the event of delay in repair or replacement of equipment, resolution of technical issues or any other similar circumstance making it impossible for the employee to telework, the employee must work from their District Worksite until the issue is resolved.
- 2. The District will repair or replace, if practical, lost, damaged, or stolen District equipment provided the employee has taken appropriate precautions to safeguard the equipment.
- 3. Employees must return District-provided equipment to the District and guarantee to erase District software on their personal computers when requested by their direct report manager, supervisor or when employment is terminated. Software provided by the District remains the property of the District. Any software provided by District shall be returned at the end of the Agreement or upon termination of employment.
- 4. Employees may not use District -provided equipment or use or duplicate District software for personal use or allow non-District personnel to use it. Employee-owned equipment can only be used subject to direct report manager, supervisor approval. Passwords may not be stored on employee-owned equipment and security measures must be initiated whenever the computer is left unattended.
- 5. As appropriate, an employee may have access to the District communication network, including electronic mail, calendar and/or telephone contact between the employee and direct report manager, supervisor. The extent of this access can vary.
- 6. If the employee is using personal computer equipment for telecommuting, the hardware and software must be compatible with District configuration.
- 7. Expenses for the employee's equipment and work site (e.g., maintenance, repair, insurance) are the employee's responsibility.
- 8. The employee shall release the District from any and all liability resulting from the use of their own computer.
- 9. Employees shall comply with computer software licensing agreements, District policy and federal laws, including copyright and patent laws.

- 10. Use of District -provided software and data supplies at a remote work location is limited to the authorized employee and is preapproved for purposes related to District business only.
- 11. Products, documents, and other records used and/or developed while working under the Agreement will remain the property of, and be available to, the District.
- 12. Upon termination of the Agreement, the employee will immediately return all District property.

If technology equipment is required, please submit your request using the following form:

Technology Equipment Request Form

HOME SAFETY CHECKLIST FOR HYBRID WORKERS

Employees who work at home must keep their home offices in a business-like manner, and as clean and free from hazards as their regular District worksite, in order to minimize the chance of accidents. The home must be in compliance with all building codes and must be free of hazardous materials. Employees are responsible for ensuring their homes comply with these health and safety requirements.

To assist in assessing the overall safety of your home office, please answer the following questions by placing a checkmark in the appropriate column. This document will not be processed unless there is a checkmark next to each item.

HAZARD ASSESSMENT	Yes/No
The employees agrees to maintain a clearly defined workspace that is clean, free from distractions and obstructions, and is in ergonomically sound condition. A virtual ergonomic assessment may be provided upon request. The employee is solely responsible for creating an ergonomically sound alternate worksite.	
The work area is adequately illuminated with lighting directed toward the site or behind the line of vision, not in front or above it.	
Supplies and equipment (both District and employee-owned) are in good condition	
The area is well ventilated	
Storage is organized to minimize risks of fire and spontaneous combustion	
All extension cords have grounding conductors	
Exposed or frayed wiring and cords are repaired or replaced immediately upon detection	
Electrical enclosures (switches, outlets, receptacles, and junction boxes) have tight fitting covers or plates	
Surge protectors are used for computers, fax machines and printers	

Desk, chair, computer, and all other equipment used for telecommuting are of appropriate design and arranged to eliminate strain on all parts of the body	
A user-friendly workstation and other resources for easy reference are ready at	
the alternative work site.	
Emergency phone numbers (hospital, fire, police) are posted near the	
workstation	
A first aid kit is easily accessible and replenished as needed	
Portable fire extinguishers are easily accessible and serviced as required by law	
An earthquake preparedness kit is easily accessible and maintained in readiness	

The Alternate Worksite is an extension of the District's Worksite only when used for work. All existing workplace health and safety rules, as well as all existing employment laws, rules, and policies, apply the same as they would for employees reporting to a District Worksite. The District is not responsible for any injuries to family members, visitors, or other guests at the employee's Alternate Worksite.

Self Attestation:

I have reviewed the above and agree that all applicable areas are complied with both the equipment and home requirements to perform this position. I further agree that should any injury occur during the performance of my work at the alternate site, I will report it immediately to my supervisor. Should it be identified that I am unable to perform work at the alternate site by meeting the requirements above that I may be required to return to on-site work immediately. The District does not assume responsibility for any unsafe conditions the employee has affirmatively stated are compliant with this Agreement.

I have read and understand the District's Hybrid Work Program requirements and agree to abide by the items outlined within the MOU.

Employee Signature

Date