

**PILOT VOLUNTARY HYBRID WORK PILOT PROGRAM
AGREEMENT FORM**

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 twenty-four (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

**PILOT VOLUNTARY HYBRID WORK PILOT PROGRAM
AGREEMENT FORM**

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	

