

Supplemental Condition of Employment for Teleworking

Employee Information

Employee Name	_____
Job Title	_____
Exempt or Non-Exempt	<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
Employee Number	_____
Employee Primary Work Location	_____
Employee Work Phone	_____
Employee Home or Cell Phone	_____
Supervisor	_____

In order to participate in a teleworking arrangement as an employee of Catawba Valley Community College, the employee must agree with the following supplemental conditions of employment:

1. **Understanding of Policy.** By signing this agreement, the employee certifies that he or she has reviewed, understands and agrees to abide by the Office of Human Resources' policy on Flexible Work Arrangements by contacting the Office of Human Resources and specifically acknowledges that any flexible work arrangement may be revoked at the discretion of management at any time.
2. **Terms of Employment.** The employee understands that this teleworking arrangement does not alter or supersede the terms of the existing employment relationship between the employee and the College. The employee remains obligated to comply with all College rules, policies, practices and instructions that would apply if the employee were working at a customary College worksite.
3. **Hours, Compensation and Leave.** Work hours, compensation and leave scheduling while teleworking must conform with the Department's and College's regular business practices. Requests to work overtime or use leave time must be approved by the employee's supervisor in the same manner as when working at a customary College worksite.
4. **Supervisory and Workplace Communications.** The employee agrees to maintain regular communication with his/her supervisor and with customers and co-workers as necessary to effectively and efficiently carry out his/her assigned duties. The employee also agrees to regularly inform his/her supervisor regarding progress on assignments performed while teleworking and any issues or concerns that may arise with regard to such assignments. The employee agrees to structure his/her time to assure attendance at required meetings as designated by their supervisor. The employee understands and agrees that a teleworking assignment is not a substitute for regular or incidental dependent care and that the employee is expected to be free of other personal responsibilities while performing his/her teleworking duties.
5. **Equipment, Insurance, and Office Supplies.** The employee understands and agrees that College-owned resources will be used primarily for College business in accordance with

College policies, and will take reasonable steps to protect any College property from theft, damage or misuse. This includes maintaining data security and record confidentiality to at least the same degree as when working at the customary College worksite and in compliance with all relevant College policies. The employee will comply with the licensing agreements for all software owned by the College and used off College premises. The College will provide the employee with equipment and office supplies as deemed necessary while teleworking. The College assumes no responsibility for any damage to, wear of, or loss of the employee's personal property under this teleworking arrangement.

6. **Telework Site Safety and Ergonomics.** The employee and supervisor agree to work together to ensure that the teleworking site is safe and ergonomically suitable. The employee's supervisor or designee may make on-site visits to the employee's teleworking site, at a mutually agreed upon time, to ensure that the designated work space is safe and free from hazards and to maintain, prepare, inspect or retrieve College-owned equipment, software, supplies and furniture. The employee will be covered by workers' compensation for job-related injuries that occur in the course and scope of employment while teleworking and will report any such injuries to the Human Resources Office as soon as practicable. The College is not liable for injuries to third parties (including members of the employee's family) at the teleworking site.

Departmental Approval Certification

Employee	_____
Supervisor	_____

Office of Human Resources Use Only

Date Received	_____
Human Resources Authorization	_____