



Date: _____

Employee Name: _____

ID#: _____

Manager Name: _____

Re: Temporary Telecommuting Agreement

This memo authorizes a temporary telecommuting arrangement from _____ to _____ . As part of your telecommuting agreement, you are expected to adhere to the following:

1. Adhere to your regular schedule of _____ (e.g. Monday through Friday 8 am to 5 pm with a 1-hour lunch break; or Monday, Wednesday and Friday 8 am to 5 pm with a 1-hour lunch break; or other agreed upon schedule).

2. Perform the full scope of your job duties (or perform the following duties:)

3. Maintain accessibility when telecommuting, as follows:
 - a. Remain available to be contacted by me either via email or telephone at _____.
 - b. Remain available to be contacted by co-workers, vendors, or others for work-related purposes as needed. When feasible, use Interaction Client to forward your PCC extension to another phone number.
 - c. Check and respond to college email messages regularly, and at a frequency to ensure you effectively and efficiently perform your duties.
 - d. Check and respond to messages left on college voicemail _____ (at least hourly), and at a frequency to ensure you effectively and efficiently respond to messages.
 - e. Ensure you are only engaged in PCC work while telecommuting.
 - f. If you are unable to work remotely on a scheduled telecommute day, follow the department call in procedure to let me know as soon as possible, and ensure your timesheet reflects the appropriate amount of leave.

4. Agree to the following conditions with respect to telecommuting:

- a. The purchase, maintenance and repair of telecommuting computer and office equipment is the responsibility of the employee. If you have a PCC assigned laptop, you may use it while telecommuting.
 - b. Adhere to all PCC Information Security and Acceptable Use policies, and refrain from using any PCC equipment for personal use.
 - c. The College assumes no obligation in regard to damage or loss to property owned by the employee at the alternate worksite.
 - d. Individual tax implication, auto/ homeowners insurance, and incidental residential utility costs are the responsibility of the employee.
 - e. The College does not assume responsibility for injury to any persons at the employee's residence or alternate workspace therein.
 - f. The employee is responsible for maintaining telecommuting office space to the same safety and other standards as are applicable at the regular college office.
5. Comply with all Portland Community College and departmental procedures and policies.
6. Maintain a regular and consistent work schedule:
- a. As a non-exempt employee any time worked beyond 8 hours in a day or 40 hours in a week is considered overtime and must be pre-approved, and reported on your timesheet.
 - b. You must take your breaks and lunch regularly and on time (breaks and lunches cannot be combined).
 - c. You may not email or conduct work outside your regularly scheduled hours without pre-approval. If you inadvertently work or respond to an email outside of your regular schedule, please let me know and ensure it is reported on your timesheet.

This telecommuting agreement does not constitute entitlement or guarantee of any future telecommuting agreement, and may be discontinued at management's discretion. Any violation of this Agreement may result in the immediate termination of the Agreement and/or disciplinary action.

My signature below indicates that I have read and understand the conditions set forth above and agree to the terms of this telecommuting arrangement.

Employee Signature

Date

Manager Signature

Date

Cc: HR, DC 3rd Floor, for Personnel File (through the PASS system to hris-group@pcc.edu)