

**REMOTE WORK AGREEMENT FOR FACULTY AND ACADEMIC PROFESSIONALS  
PORTLAND COMMUNITY COLLEGE**

Date: \_\_\_\_\_ Employee Name: \_\_\_\_\_  
ID#: G \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_

- Check here to indicate I reside outside of the [Portland Metro Area](#). For business/tax purposes, PSEC approval may be required to work remotely.

This memo authorizes a remote work arrangement in accordance with your Collective Bargaining Agreement. Job duties and schedule are established separately from this agreement.

As a PCC employee who will work remotely, I agree to:

1. Perform the full scope of my job duties.
2. Maintain availability accessibility during my scheduled work hours when working remotely, as follows:
  - a. Remain available to be contacted following department agreements and guidelines which may include via Google Chat, PCC work email or telephone.
  - b. Check and respond to college email and voicemail messages regularly, and at a frequency to ensure I effectively and efficiently perform my duties.
3. If I am unable to work remotely, I will follow the department call-in procedure.
4. I agree to the following conditions with respect to remote work:
  - a. Maintain telephone and internet services that are deemed necessary for the employee to perform their job will be the responsibility of the employee.
  - b. The purchase, maintenance and repair of computer and office equipment is the responsibility of the employee. If I have a PCC assigned laptop, I may use it while working remotely.
  - c. Adhere to all PCC Information Security and Acceptable Use policies, and refrain from using any PCC equipment for personal use.
  - d. The College assumes no obligation in regard to damage or loss to property owned by the employee at the alternate worksite.
  - e. Individual tax implication, auto/ homeowners insurance, and incidental residential utility costs are the responsibility of the employee.
  - f. Employees who are injured while working remotely should file a PCC Incident Report as they may be eligible for Workers Compensation.
  - g. The College does not assume responsibility for injury to any persons at the employee's residence or alternate workspace therein. Employees who are injured while working remotely should file a PCC Incident Report for review by Risk Services.
  - h. Employee will notify the College if their address changes
5. Comply with all Portland Community College and departmental procedures and policies.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

.cc Personnel File  
Administrative Supervisor/Manager