



Remote Work Agreement

The following outlines the conditions and expectations for remote work that are agreed to by the employee, supervisor and department head.

EMPLOYEE INFORMATION

| | | |
|-----------------------------|--------|------|
| Employee name | | |
| Department | | |
| Period of agreement | Start: | End: |
| Job title or classification | | |
| Supervisor name | | |

RESPONSIBILITIES

Briefly describe the nature of the work that will be performed at the remote location.

On what criteria will the success of remote work be evaluated?

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LOCATION

Where will the remote work be performed?

Home

Satellite office

Other (describe)

Street address

Email

Phone

Fax

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SCHEDULE

Briefly describe the contours of the remote work schedule (e.g., days per week, seasonality, etc.).

COMMUNICATION EQUIPMENT

Briefly describe how communication will be handled (call forwarding from business phone to remote phone, email, videoconferencing, etc.).

OTHER EQUIPMENT

Employees must have sufficient internet security and malware protection at the remote location. If Kenyon-owned equipment will be used by the employee at the remote location, then the employee and supervisor must note it below.

No Kenyon-owned equipment will be used at the remote location.

Employee initials:

Supervisor initials:

Kenyon-owned equipment will be used at the remote location.

Briefly describe.

ADDITIONAL CONDITIONS

Briefly describe any additional conditions agreed upon by the employer and supervisor.

ADDITIONAL DETAILS

This agreement is subject to the terms and conditions stated in the Kenyon Remote Work Policy.

I have read and understand both the Remote Work Policy in the Staff Handbook and this agreement. I agree to abide by and operate in accordance with the terms of this agreement, and agree to the duties, obligations, responsibilities and conditions described in the policy. I further understand that effective communication and satisfactory completion of stated objectives are keys to a successful remote work arrangement.

I agree that, among other things, I am responsible for establishing remote work hours, observing wage and hour provisions as they apply, furnishing and maintaining my remote worksite in a safe manner, employing appropriate security measures, and complying with all other policies of Kenyon College. I agree to allow Kenyon to inspect my designated work location if requested (home/remote) at mutually agreed-upon times to ensure that safe working conditions exist.

I agree further to provide access to my work site by any agent of Kenyon College to conduct post-accident or other investigations.

I agree not to use any Kenyon equipment for private purposes, nor allow family members or friends access to that equipment. I understand Kenyon may pursue recovery for any Kenyon property that is deliberately or negligently damaged or destroyed while in my care, custody and control. I shall promptly return all Kenyon equipment and data documents when requested by my supervisor. I agree to follow all software licensing provisions agreed to by Kenyon College.

I agree to notify my supervisor promptly when I am unable to perform work assignments due to equipment failure, illness, or other circumstances. I agree that no business meetings will be held in my home, without specific approval of my supervisor. I understand and agree that travel between my home or remote work location and the primary worksite shall not be reimbursed. I agree that working remotely is not a substitute for child or dependent care and that other arrangements are necessary for regular dependent care.

I agree that the sole purpose of this agreement is to regulate working remotely and it neither constitutes an employment contract nor an amendment to any existing arrangement.

I understand that working remotely is voluntary and requires management approval. I may stop working remotely with written notice to my supervisor. I understand that my supervisor may, at any time, change any or all of the conditions under which I work remotely, or may withdraw permission for remote work.

I understand that all policies listed in the Staff Handbook, including confidentiality and safety policies, will continue to apply during the remote work arrangement.

Employee signature

KENYON COLLEGE APPROVAL

Supervisor signature

Department head signature

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