

Alternative Work Location Agreement

Employee Name:

Telecommuting is an agreement between a supervisor and employee. This agreement begins on _____ and must be renewed annually each spring with a July 1 effective date. The agreement may be discontinued at any time by either party with 30 days' notice.

1. The employee will work at the following home or alternative worksite location: _____.
2. The employee's in-office days will be _____. The employee's telecommuting work days will be _____.
3. The employee agrees to be available during the assigned business hours of _____ to _____ for communication supported by such methods as telephone, email, texting, and/or video communication.
4. Any requested schedule changes must receive advanced approval by the supervisor.
5. The duties, obligations, responsibilities and conditions of the employee's employment with the College remain unchanged. The employee's salary, retirement, vacation and sick leave benefits, and insurance coverage shall remain the same. Health insurance coverage will not be the same if the employee works outside the state of Kansas.
6. Work hours, overtime compensation, use of sick leave, and approval for use of vacation leave or personal leave will align with college policies and procedures, departmental guidelines, and to the terms otherwise agreed upon by the employee and the supervisor.
7. The employee agrees to maintain a safe work environment, to report work-related injuries to the supervisor and the Office of Human Resources immediately, and to hold the College harmless for injury to others at the telecommuting location. The employee agrees to allow an authorized College representative to inspect the alternative worksite office.
8. The employee agrees to provide a secure location for College-owned technology equipment¹ and consumable office supplies. All technology equipment, records, and consumable office supplies provided by the College shall remain college property. The employee agrees to allow the College reasonable access to its technology equipment and consumable office supplies.
9. The employee agrees not to use their personal vehicle for college business unless specifically authorized by the supervisor and there is an approved Motor Vehicle Record on file in the Office of Human Resources.
10. The employee agrees to return College technology equipment, records, and consumable office supplies within 10 days of termination of this agreement. All college technology equipment shall be returned to the campus by the employee for inspection, repair, replacement, or repossession with written notice.
11. The College will pay for the following expenses:
 - a. Maintenance and repairs to college-owned technology equipment; and
 - b. The employee will submit a requisition form along with receipt, bill or other verification of the expense.
12. The College will not pay for the following expenses:
 - a. Usage fees for privately owned computers and/or printers;
 - b. Maintenance or repairs of privately-owned equipment (technology or other);

¹ College technology equipment as defined by the Information Technology Department.

- c. Utility costs associated with the use of the technology equipment or occupation of the alternative worksite;
 - d. Rental fees for the alternative worksite;
 - e. Technology equipment, software and/or consumable office supplies, as these should be requisitioned through the employee's department; and
 - f. Travel to the employee's primary work location.
13. The employee agrees to seek advanced approval by the supervisor to use sick leave, vacation leave, or personal leave. If the employee works in a non-exempt position, the employee must receive prior permission from their supervisor before working any overtime.
 14. The employee agrees to take the appropriate vacation/sick/personal time during telecommuting when engaged in family activities, when dependent care is not available, and/or when family members are ill and require care.
 15. The employee agrees to make dependent care arrangements during telecommuting periods.
 16. The employee will implement steps for information security in the home or alternative worksite office setting, and will communicate with their supervisor when security matters are an issue.
 17. The College retains the right to modify the telecommuting agreement on a temporary basis as a result of business necessity (for example, the employee may be required to come to their primary work location, or as a result of an employee request supported by the supervisor.)
 18. The employee understands that they are responsible for tax and insurance consequences, if any, resulting from the telecommuting arrangement, and for conforming to any local zoning regulations.
 19. The full-time employee will adhere to the following holiday and break schedule: Barton County Campus Fort Riley Campus Fort Leavenworth Campus Grandview Plaza

I have read this Telecommuting Agreement and agree to its terms.

Supervisor's Signature

Date

Employee Signature

Date

Approved on by President's Staff on 7/28/14; 3/11/20 (minor revision)