



TELEWORK AGREEMENT

Employee Name: _____ Department: _____

Job title: _____ Supervisor: _____

This agreement serves as confirmation that the employee of Gordon State College will be allowed to utilize telework to perform the duties and responsibilities from a location other than the primary office located at Gordon State College.

As the employee approved for Telework, it is important for you to understand that GSC may change any of the conditions or requirements at any time during the duration of this Telework Agreement. Also, GSC reserves the right to cease this arrangement per USG guidance or if work is not being performed to satisfaction or if you are no longer eligible for telework.

1. DURATION:

Telework Agreement Begin Date: _____

Telework Agreement End Date: _____

(Not to exceed one year, renewable every fiscal year)

2. WORKING LOCATION:

As an employee approved for Telework, you agree to maintain an office or adequate work space at your home residence. This office location will be considered your work location for Telework. Unless your work location is specified in your official campus job description as being regularly assigned to a remote location/site, you will not be reimbursed for mileage associated with traveling to the main campus.

3. WORKING HOURS:

Under the terms of this Telework Agreement, you are approved to telework **1 day** per week which will be on _____ (day) of each week. Some positions may be required to work on campus on a rotating schedule, combining telework and on-campus work. On the day you are approved to telework, you are expected to be productive and actively engaged in work at least 8 hours a day and adhere to your regularly assigned work schedule. Any deviations are to be communicated to your supervisor and coworkers in the same manner as if you were on campus. All employees should indicate telework hours in OneUSG with the appropriate designation. All employees must obtain supervisory approval prior to taking leave in accordance with Gordon State College established policy.

There may be on-campus activities that will require you to be present on campus. At least 24-hour notice will be provided when possible; however, shorter notice may be necessary and is acknowledged by your signature of the Telework Agreement.

4. TELEPHONE/COMPUTER/NETWORK & EQUIPMENT ACCESS & USE:

As an employee approved for Telework, you agree and understand that you will be expected to be accessible during your normal working hours by telephone and virtual meeting and will maintain a telephone line and internet connection at your own expense.

Access to the Information Technology network and other applicable technology will be set up in accordance with Gordon State College policy. Either you will have a Gordon issued computer/laptop or you will have a personal device to access the Gordon network (see options below).

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OPTION 1: During the period of this Telework Agreement, the Department of Information Technology will provide you with an institutional computer or laptop for your use in carrying out the duties and responsibilities of your position. You are authorized to use this computer and the network access referenced above in accordance with all applicable institutional computer use and IT policies. Failure to adhere to these policies may result in revocation of use privileges, revocation of this Telework Agreement, and/or disciplinary action up to and including termination of employment.

It will be your responsibility to ensure the appropriateness and safety of the equipment at all times. The equipment must be protected against damage and unauthorized use. Gordon State College equipment will be serviced and maintained by the college. You agree not to use Gordon State College equipment for personal purposes.

OPTION 2: During the period of this Telework Agreement, you will provide your own internet accessible computer to support your work activities. Equipment provided by the employee will be at no cost to the Gordon State College and will be maintained by the employee.

5. WORK ASSIGNMENTS:

You will receive your work assignments by communicating with your immediate supervisor on a daily basis, at the beginning of the work week, as necessary during the day, and/or by picking up assignments at Gordon State College. Work assignments may also be communicated by phone or sent by email. If there are any questions or concerns about your assignments, you are expected to inform your immediate supervisor of them at the time of receipt. Once assignments have been completed, you may either send them via email or return them to campus unless otherwise specified by your immediate supervisor.

6. PHYSICAL HOME OFFICE SPACE, LIABILITY:

Under the terms of this Telework Agreement, you are responsible for setting up an appropriate work environment within your home. Gordon State College will not be responsible for any cost associated with the setup of a home office. Upon your request, Gordon State College will consult with you on any modifications or requirements to operate college owned equipment at the home office. You agree to have a designated work area in your home. If there are any injuries while you are working, the workers' compensation coverage will be limited to occurrences in the designated work space (or during work-related travel). Also if such an injury were to occur, it must be immediately reported and will be investigated in accordance with the standard workers' compensation procedures promulgated by the Georgia Department of Administrative Services (DOAS). You agree to complete the Work Space Self-Certification Checklist for the Telework Location.

If there is an illness or injury, which is a result from the condition of this home office arrangement, Gordon State College is released from any possible liability. Gordon State College will not be responsible for visitors or family injured at the work site.

Gordon State College will not be liable for damages to the employee's property that result from participation in the Telework.

Acknowledging this Telework Agreement, you confirm that you have met the reasonable standards of a remote work environment to include health and safety requirements and agree to maintain this standard for the duration of the Telework Agreement.



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7. CURTAILMENT OF THE AGREEMENT:

The employee's supervisor or department head may terminate participation in this Telework Agreement at any time. If this Telework Agreement is terminated, the employee will be expected to report for work at the primary departmental office location or other location as assigned by the supervisor.

8. POLICIES AND PROCEDURES:

During the duration of this Telework Agreement, the employee agrees that all Gordon State College policies and procedures surrounding employment shall apply. The dates shown in the duration section do not create a contract and should not be construed as a contract, nor does this Telework Agreement guarantee continuation of employment during its duration.

9. TELEWORK SUCCESS PLAN:

To ensure this Telework Agreement benefits both GSC and the employee, each teleworker and supervisor will collaborate to create the details of a Telework Success Plan. Each Plan will include the manner in which work performance will be monitored, the employee's work schedule, communication requirements, equipment provided by GSC, training needs, and details for meeting needs of relevant stakeholders. Adjustments should be made to the Plan as needed to enhance effectiveness.

Any input from you during this process on how GSC may assist you or your supervisor with ensuring that you are productive and able to meet job expectations under this Telework Agreement is appreciated.

I accept the terms and conditions of this Telework Agreement, as provided to me by GSC. I understand what is expected of me during the duration of this Telework Agreement. If I have questions or concerns, I will immediately alert my supervisor for clarification and resolution.

Employee Signature

Date

Supervisor Signature

Date