

Date: \_\_\_\_\_

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

Temporary Telecommuting Work Location address (must include city, state and zip):

\_\_\_\_\_

Manager Name: \_\_\_\_\_

**Re:Temporary Telecommuting Agreement**

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This memo authorizes a temporary telecommuting arrangement from DATE: \_\_\_\_\_ to DATE: \_\_\_\_\_, in accordance with your Collective Bargaining Agreement if applicable or this document. (the DATES will typically be either the fiscal or academic year, and will be no longer than one year)

- ☐ Classified Agreement, Article 10.251
- ☐ Management and Confidential
- ☐ Casual

As part of your telecommuting agreement, you are expected to adhere to the following:

1. Adhere to your regular schedule of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(Provide specific days and times, for ex: M,T, Th, F on site, and Wednesday, work remotely, 8 am to 5 pm, with a 1 hour lunch break; or other agreed upon schedule as attached.)

2. Perform the full scope of your job duties.
3. Maintain accessibility when telecommuting, as follows:
  - a. Remain available to be contacted by me either via Google Chat, PCC work email or telephone at telephone number: \_\_\_\_\_.
  - 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.
  - g. If you are unable to work on campus on a regular scheduled day for the following reasons (elder care, child care, pet emergencies, appointments) you may be asked to use leave time unless prearranged with management where flex time may be an options ie., swap days working from home, additional hours on campus another day within same week, etc.
  - h. Abide by PCC's Workplace Transformation guidelines (<https://intranet.pcc.edu/workplace-transformation/responsibilities/>)
4. Agree to the following conditions with respect to telecommuting:
- a. Telephone services, including long distance charges 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 telecommuting computer and office equipment is the responsibility of the employee. If you have a PCC assigned laptop, you may use it while telecommuting.
  - 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. The College does not assume responsibility for injury to any persons at the employee's residence or alternate workspace therein.
  - g. 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: (Classified and Casual)
- a. As a Classified or Casual, 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 your manager 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.

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Employee Signature

Date

- ☐ My workplace location is outside of commuting distance. (\*if box is checked, add [HRComp-group@pcc.edu](mailto:HRComp-group@pcc.edu) as the final approver)
- ☐ My work schedule is less than 80% onsite. (\*\*if box is checked, add Executive Approver to AODOCS PASS workflow)

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Manager Signature

Date

\*if workplace location is outside of commuting distance box is checked.

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PSEC Authorized Approver

Date

Cc: [HRIS-group@pcc.edu](mailto:HRIS-group@pcc.edu) (employee file, through the AODOCs PASS approval system)

For AODOCs PASS instructions, please see <https://www.pcc.edu/hr/hris/training-materials-and-personnel-actions/> New Processes! Using the new PASS Process.

<https://www.pcc.edu/hr/wp-content/uploads/sites/49/2020/09/Submitting-HR-form-via-AODoc.pdf>

Instructions for Step 4. The Document Title field, please use the following format:  
**Telecommuting Firstname Lastname MM.DD.YYYY**

Instructions for Step 7. Send final approved document to: [HRIS-group@pcc.edu](mailto:HRIS-group@pcc.edu)

After attaching your completed form, ensure to change the green box Initial State to Submit for Approval.