



MACALESTER

## Macalester Remote Work Agreement

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Remote working arrangements rely on good communication and the establishment of clear expectations between the employee and supervisor. The following are recommended guidelines for use in conversation towards establishing successful agreements.

### Communication

- It is the employee's responsibility to effectively use and be available for contact through Instant Messaging, email, and/or phone calls in order to meet the needs of the college.
- If responsive communication becomes an issue, workplace flexibility will be re-evaluated.

### Working Hours & Calendar

- During business hours, it is expected that the employee is working and available, taking into consideration standard break times.
- The employee is responsible for keeping their calendar up to date and available for colleagues to schedule with as needed.
- Unless a mutually agreed upon schedule is established, the employee is expected to adhere to the traditional hours of operation, Monday – Friday from 8am to 4:30pm.
- If a work schedule includes a combination of on-site and remote days or non-traditional hours, what is the agreed upon schedule?

### Information Security

- A Macalester provided laptop or desktop should be used to ensure it meets minimum security standards of the college. Discuss any needs with Information Technology Services.
- It is the employee's responsibility to ensure that their computing environment is secure and only accessible to them. It is not to be shared with other members of their household.
- The employee must use Macalester's VPN at all times in order to isolate their computer from the rest of the devices on their home network. This will also provide additional protections against malware and bad websites.
- All Macalester Responsible Use and Employment [policies](#) apply regardless of physical location.

### Other Considerations

- The supervisor is responsible for identifying and communicating in advance when situations arise requiring an employee to alter previously agreed upon work schedules. If the employee's presence on-campus is needed, it is up to the employee to facilitate those circumstances. Communication is key to successfully altering expectations for all involved.
- It is the employee's responsibility to establish dependent care arrangements during agreed upon work hours and make sure that their workspace is reasonably free of distractions (pets, children, noises, etc.).
- Macalester will supply and support the standard issuance of IT equipment. Additional equipment desired will be at the expense of the employee, unless it is deemed necessary by the appropriate Vice President for the role in question. In these cases, it will be a department expense.
- Remote arrangements are voluntary and subject to successful performance and the operational needs of Macalester.



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What other items of consideration were identified for a successful arrangement? Please outline below:

By signature below, all parties acknowledge they have discussed and identified a clear work plan.

<b>Employee Name:</b>	
<b>Department:</b>	
<b>Job Title:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	

<b>Supervisor Signature:</b>	
<b>Date:</b>	
<b>Date Remote Agreement Begins:</b>	

**Please send a copy of this signed Agreement to Employment Services for the employee file.**