



Remote Student Employment Work Agreement

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

- A mutually agreed upon schedule should be established.
- During the employee's shift, it is expected that the employee is working and available, taking into consideration standard break times.
- 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

- It is the employee's responsibility to ensure that their remote work environment is secure.
- Employees should review the Remote Student Employment policy from ITS regarding Remote Access.

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 make sure that their workspace is reasonably free of distractions.
- Remote arrangements are voluntary and subject to successful performance and the operational needs of Macalester.

What other items of consideration were identified for a successful arrangement? If any, please outline below:

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

Employee Name:	
Department:	
Job Title:	
Employee Signature:	
Date:	

Supervisor Signature:	
Date:	
Date Remote Agreement Begins:	