

Permanent Remote Work Agreement

When designed thoughtfully and practiced with transparency and accountability, remote work arrangements can be mutually beneficial to the employer and employee. All requests to work remotely permanently will be handled on a case-by-case basis, and must be approved in advance by the immediate supervisor and the Center Director. Remote work arrangements must be consistent with CPPR policy.

Remote work arrangements must be designed to meet the specific needs of the position. Regardless of the position, remote workers and their supervisors must be in agreement about work hours, communication, and expectations for in-person attendance. All remote work agreements must ensure that job responsibilities can be met as well as or better than they would be if the worker were in the office. It is incumbent upon remote workers to keep their calendars clearly updated so it is clear when they are working and when they are not available.

While remote work arrangements will be made with respect to the specific requirements of the position, all remote staff must:

- Be available by phone, text, Skype, Slack, email, or other mechanisms as agreed to by supervisor. Contact information must be provided to supervisor and team members in advance.
- Have a stable internet connection.
- Keep their Outlook calendars up-to-date and detail must be accessible by the employee’s supervisor.
- Keep a work schedule that is consistent with team goals and communication needs, approved by the supervisor, and known to other staff.

In addition to agreeing to the above, please specify:

Work schedule: <i>what days and hours are you working?</i>
Communication plan: <i>when and how will you be available to communicate with your supervisors, colleagues, and partners? By what methods will you be available (ie, phone, text messages, Skype, Slack, email, instant messaging, etc.)?</i>
In-person visits: <i>will there be regular visits to the CPPR? If so, when/how frequent? Who will be responsible for the costs associated with these visits?</i>

Plan for revisiting this agreement: <i>how often will you and your supervisor revisit and discuss this agreement to ensure that the arrangement is conducive to meeting the needs of your position? Please list the first date you will revisit the arrangement and send your supervisor an appointment invite for a meeting devoted to the topic.</i>

Employee signature & date

Supervisor signature & date

Director signature & date

Review, Approval & Change History

06/01/2018 Adopted and Policy approved by the Director

Regular Remote Work Agreement

When designed thoughtfully and practiced with transparency and accountability, remote work arrangements can be mutually beneficial to the employer and employee. All requests to work remotely regularly will be handled on a case-by-case basis, and must be approved in advance by the immediate supervisor and the Center Director. An employee should be working for the Center for a minimum of 3 months before requesting a regular remote work arrangement. Remote work arrangements must be consistent with CPPR policy.

Remote work arrangements must be designed to meet the specific needs of the position. Regardless of the position, remote workers and their supervisors must be in agreement about work hours, communication, and expectations for in-person attendance. All remote work agreements must ensure that job responsibilities can be met as well as or better than they would be if the worker were in the office. It is incumbent upon remote workers to keep their calendars clearly updated so it is clear when they are working and when they are not available.

While remote work arrangements will be made with respect to the specific requirements of the position, all remote staff must:

- Be available by phone, text, Skype, Slack, email, or other mechanisms as agreed to by supervisor. Contact information must be provided to supervisor and team members in advance.
- Have a stable internet connection.
- Keep their Outlook calendars up-to-date and detail must be accessible by the employee’s supervisor.
- Keep a work schedule that is consistent with team goals and communication needs, approved by the supervisor, and known to other staff.

In addition to agreeing to the above, please specify:

<p>Work schedule: <i>what days and hours are you working remotely?</i></p>
<p>Communication plan: <i>when and how will you be available to communicate with your supervisors, colleagues, and partners? By what methods will you be available (ie, phone, text messages, Skype, Slack, email, instant messaging, etc.)?</i></p>
<p>Exceptions: <i>in what situations will you skip your usual remote work time to work in the office or otherwise in person? Examples might include in-person meetings with partners, data collection activities, trainings, etc.</i></p>

Plan for revisiting this agreement: <i>how often will you and your supervisor revisit and discuss this agreement to ensure that the arrangement is conducive to meeting the needs of your position? Please list the first date you will revisit the arrangement and send your supervisor an appointment invite for a meeting devoted to the topic.</i>

Employee signature & date

Supervisor signature & date

Director signature & date

Review, Approval & Change History

06/01/2018 Adopted and Policy approved by the AAI and CPPR Directors