



REMOTE WORK AGREEMENT: _____

Applicable Policy: Remote Work Policy – Resolution:

Instructions: Please review the following agreement and guidelines, complete the applicable sections, sign/date, obtain your manager’s signature, and return the completed form to HR.

Employee Information

Name			
Job Title		Department	
Manager		Date	/ /

1. This agreement begins on _____. Annual reviews will be conducted to ensure the continued appropriateness of this arrangement.

2. Approved remote work schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Onsite Schedule (e.g., your office or any Park location)						
Remote Schedule (e.g., home, non-Park location)						

3. The employee agrees to be available during the assigned working hours as listed in the work schedule above for communication through such methods as dedicated phone line, voicemail, email, etc., to their manager, coworkers, patrons, and vendors, and agrees to ensure that neither customer service delivery, employee productivity, or progress of an individual or team assignment are adversely affected by teleworking.

Additionally, the employee agrees to:

- Keep their work calendar up-to-date clearly showing when they will be working off-site. They will also share their work calendar with their manager and others per the manager’s direction.
- Regularly check in with their manager and co-workers.
- Log daily working activities if required by their manager.
- Ensure that alternate workplace phones will be answered in a professional manner during approved scheduled working hours, and the voice mail greeting will convey a professional image.

4. Equipment, software and supplies to be provided by the Park:

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5. Equipment, software and supplies to be provided by the employee:

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6. The employee agrees that all equipment, software, and supplies provided by the Park will be used strictly for Park related business, and will be secured against any unauthorized access, damage, or theft. Additionally, the employee agrees to the following:

- a. Items supplied by the employee to conduct work-related activities will be maintained by the employee, and the Park assumes no liability regarding damage, repair, or loss of employee-owned items at the alternate workplace.
 - b. Employee must immediately report to their manager and IT if their technology is not working properly. The employee agrees that if the issue is not able to be resolved within thirty (30) minutes and the employee is unable to work productively, the employee must report to their primary Park office for the remainder of the workday.
 - c. Upon termination of the teleworking arrangement, all Park property specific to this remote work agreement must be returned to the Park immediately.
 - d. Any equipment supplied by the Park that is found to be lost/stolen/damaged and without any previous notification to the employee's manager of such issues, may be subject to a payroll deduction up to the cost of the repair and/or replacement of such equipment.
7. The employee agrees to ensure the same safety, ergonomic and professional standards applicable to work in a Park facility are maintained at the alternate workspace. The employee agrees that any injuries sustained by an employee while working remotely and while performing their regular work duties are reported in compliance with the Park's incident/injury reporting protocols.
 8. The duties, obligations, responsibilities and conditions of the employee's employment with Stark Parks remain unchanged.
 9. Work hours, overtime compensation, use of sick leave, and approval for use of vacation will conform to Stark Park's policies and procedures, departmental guidelines, or to the appropriate collective bargaining agreement, and to the terms otherwise agreed upon by the employee and the manager.
 10. Teleworking employees will record all hours worked in accordance with regular timekeeping practices. Where applicable, teleworking employees will obtain manager approval prior to working unscheduled overtime hours.
 11. The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. Employees may telework while dependents are home but may not count as work hours any time in which the dependent care interferes with the performance of their official duties.
 12. Teleworking employees are required to ensure the protection and strict confidentiality of employee and patron information accessed from their remote workspace and agree to not abuse, tamper with, or use data, files, or systems for any non-work-related purpose.
 13. The employee understands that management retains the right to modify the agreement on a temporary and/or permanent basis as a result of business necessity (for example, the employee may be required to come to the office on a particular day), or as a result of an employee request supported by the manager.
 14. The employee understands that remote work carries specific conditions and requirements, and this agreement can be terminated at any time by the Park or the employee.

Employee: _____

Print: _____ Date ____ / ____ / ____

Manager: _____

Print: _____ Date ____ / ____ / ____

Human Resources: _____

Print: _____ Date ____ / ____ / ____