



## SMCOE MANAGERS REMOTE WORK AGREEMENT

This is an agreement between the San Mateo County Superintendent of Schools and \_\_\_\_\_ (“Manager”) that describes the terms and conditions pursuant to which Manager will be authorized to participate in the County Office’s Pilot Remote Work Program.

1. The Manager acknowledges and agrees that the Manager has reviewed the County Office’s Pilot Remote Work Agreement as well as the Remote Work Application and Safety Checklist.
2. The Manager will be authorized to begin remote work on the Manager’s first assigned remote work day after \_\_\_\_\_, 2019. The Remote Work Program is being implemented on a trial basis and its effectiveness will be assessed in approximately six months. The Manager acknowledges that the Program (or Manager’s participation in the Program) may be adjusted or discontinued at that time (or any other time) at the discretion of the Supervisor/Superintendent.
3. The Manager’s agreed remote work day shall be on alternating \_\_\_\_\_. The Manager will remain responsible for all assigned work and client matters. If client or office needs require the Manager’s presence at a place besides the Manager’s remote work location, the Manager agrees to report to that location, notwithstanding participation in the Remote Work Program.
4. The Manager will take appropriate measures to protect County Office records from unauthorized disclosure or damage and will comply with all privacy requirements set forth in law and County Office policy. The Manager will immediately report any loss of or damage to County Office records.
5. The Manager agrees to be available via telephone and email during regular work hours, either through forwarding work calls to a personal number or making a home phone or cell phone number available to the office and clients.
6. Childcare or elder care must be arranged during the remote work time to ensure the Manager meets all of the requirements that would apply if the Manager were working from the office.

7. Remote work is not to be used in place of sick leave, vacation, or other types of leave. Normal division policies apply when requesting sick leave, vacation, and other types of leave.
8. For safety reasons, the Manager will not conduct in-person client meetings in the Manager's home. Public locations close to the remote work site are acceptable for in-person meetings. SMCOE staff meetings and/or retreats are allowed at the remote work site.
9. The Manager agrees to have a designated work area that is free of hazards and distractions.
10. If the Manager uses privately owned equipment and/or supplies for remote work purposes, the County Office will not have the responsibility to repair, maintain, or compensate the Manager for the use of such equipment and/or supplies.
11. The Manager's compensation, including salary and leave accrual, will be unaffected by the Manager's participation in the Pilot Remote Work Program.
12. Manager's participation in the Pilot Remote Work Program will be reviewed on a periodic basis to ensure that the needs of clients, the Manager, and the County Office are being met. Remote work is a privilege and can be revoked at any time according to the needs of the department.
13. While conducting County Office remote work, you may not conduct any other contracted work.

Manager's Name: \_\_\_\_\_

Manager's Signature: \_\_\_\_\_

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

Supervisor's Signature: \_\_\_\_\_

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