

Appendix A**REMOTE WORK ARRANGEMENT READINESS CHECKLIST
AND EXPECTATIONS FOR EMPLOYEES**

- ☐ A remote work arrangement will help meet the needs of the District and my respective Department.
- ☐ The nature of my job and associated job duties, including working successfully with coworkers and the college community, are suitable to a flexible work schedule.
- ☐ My proposed remote work has no adverse impact on:
 - The quantity of work produced.
 - The quality of work produced.
 - Any other employees' work
 - Communication between my supervisor/manager and colleagues.
- ☐ My job duties can be performed during the hours of the remote work arrangement.
- ☐ Some or all of the essential functions of my position do not require me to be physically present on campus
- ☐ I understand that that my manager can request an update of assignments and tasks I am working on and/or have completed.

Equipment and Location

- ☐ The District has or will provide me with a laptop computer, software access and other equipment needed to successfully complete my job remotely.
- ☐ I can proficiently use all tools necessary to perform my work successfully in a remote setting (Zoom, Teams, Jabber, etc.)
- ☐ I keep my Outlook calendar up to date and others have appropriate access to view my availability in order to effectively work with my team and supervisor.
- ☐ I have reviewed the ergonomic checklist and understand that it is my responsibility to have an ergonomic workspace at my remote work location. If I need additional equipment to ensure a safe workspace due to an ergonomic assessment, I will request the equipment from my manager or the appropriate area.
- ☐ My remote work location is in the state of California

Job status

- ☐ My current job performance, including attendance and disciplinary record, meets the eligibility standards, and I am not on a Performance Improvement Plan.
- ☐ I am not on an approved leave of absence.
- ☐ I have established goals that are in line with my performance evaluation which can also be achieved with a flexible work arrangement.

**Note: If you are able to check all the relevant boxes above, then you may be a candidate for remote work.*

Acknowledgement and Agreement

- ☐ I understand that all laws, rules, regulations, and District policies concerning conduct at the central workplace remain in full force and effect at my alternative work location.
- ☐ I understand that I am responsible for all operating costs, home maintenance, and any other incidental costs (e.g., utilities, high-speed internet access, rent, mortgage payments, insurance, taxes) for my alternative work location.
- ☐ I agree that the Barstow Community College District is not liable for any damages to personal or real property occurring during the course of performance of official duties, except to the extent established by law.
- ☐ I have read and understand all the terms and conditions of remote work set forth in the policy. I hereby certify that I will abide by all the terms and conditions set forth in this agreement and in the policy, and that failure to do so may result in my termination from remote work and/or disciplinary action.
- ☐ I understand that I may voluntarily terminate my participation in remote work at any time by mutual discussion with their immediate supervisor. The District may also terminate my participation in remote work, as set forth in the Remote Work Policy. I understand that if my participation in remote work is ended, I am expected and agree to resume my regular work schedule at my central workplace no more than 15 working days after being notified.

Appendix B**REMOTE WORK ARRANGEMENT READINESS CHECKLIST
AND EXPECTATIONS FOR MANAGERS**

- ☐ The remote work arrangement for the requesting employee meets the needs of the District and the respective Department.
- ☐ The nature of the requesting employee's job and associated job duties, including working successfully with co-workers and customers, are suitable to a remote work arrangement.
- ☐ The proposed remote work has no adverse impact on:
 - The quantity of work produced.
 - The quality of work produced.
 - Any other employees' work
 - Communication between my supervisor/manager and colleagues.
- ☐ My job duties can be performed during the hours of the remote work arrangement.
- ☐ Some or all of the essential functions of my position do not require me to be physically present on campus
- ☐ My ability to supervise and validate the requesting employee's work and performance will not be impacted.

Equipment and Location

- ☐ I have or will request a laptop computer, software access and other equipment needed to enable the requesting employee to successfully their complete job remotely.
- ☐ I can proficiently provide the necessary tools and resources for my staff to work successfully in a remote location (Zoom, Teams, Jabber, etc.)
- ☐ The requesting employee's calendar is up to date and others have appropriate access to view their availability in order to effectively work with the team.
- ☐ I have provided an ergonomic checklist to the requesting employee.

Job Status

- ☐ The requesting employee's current job performance, including attendance and disciplinary record are acceptable under the criteria in the policy and the employee is not currently on a Performance Improvement Plan.
- ☐ The requesting employee is not on an approved leave of absence.
- ☐ I have an established plan or guidelines to manage remote work employees who report to me.
- ☐ I have considered the potential impact to the work group, the Department, and the District.

**Note: If you are able to check all the relevant boxes above in reference to the requesting employee, then that employee may be a good candidate for remote work.*

Appendix C

REMOTE WORK ARRANGEMENT REQUEST FORM

EMPLOYEE NAME: _____

POSITION TITLE: _____ DEPARTMENT: _____

Please identify your schedule for each location below.

Day of Week	Location	
	On Campus	Remote
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

My lunch period is to be taken by my 5th hour of work and I am entitled to two 15-minute break periods. It is my responsibility to keep my manager informed of all lunch and break periods.

Duration of remote work assignments will be discussed between supervisor and employee before the start of a remote work agreement. The employee's supervisor will be responsible for updating a new agreement if applicable at or before the end of each agreement duration.

☐ I request that my hybrid remote work schedule become effective on: _____ and end on: _____.

Temporary remote work arrangements due to unforeseen circumstances are up to 45 business days and 63 calendar days in length and one instance per year may be allowed on a case by case basis.

☐ I request a temporary remote work arrangement that will begin on: _____.

I understand that this request will be considered and approved at the discretion of management in accordance with the Remote Work Policy, and can only be reevaluated by the review panel and process as outlined in the administrative procedure (AP). My work arrangement does not change my employment status with the District.

Employee	
NAME:	
SIGNATURE:	
DATE:	

Supervisor	
NAME:	
SIGNATURE:	
DATE:	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
COMMENTS:	

Area Vice President	
NAME:	
SIGNATURE:	
DATE:	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED
COMMENTS:	