



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES COMMITTEE

May 10, 2023

Via Zoom: <https://us06web.zoom.us/j/84523193061>

Meeting ID #845 2319 3061

3:30 – 5:00 p.m.

AGENDA

- | | |
|---|--------|
| 1. Welcome | Winter |
| 2. Approval of Minutes – ACTION a. April 12, 2023 Meeting | Winter |
| 3. AR 7280 Remote Work – ACTION | Winter |

Next Meeting:

Wednesday, September 13, 2023
3:30 – 5:00 p.m.

The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.



HUMAN RESOURCES COMMITTEE
Via Zoom – District Office
3:30 – 5:00 p.m.
Meeting Minutes for April 12, 2023

Members Present: Morrie Barembaum, Rene Beiza, Zina Edwards, Maria Garcia, Sil Han Jin, Dr. Jeffrey Lamb, Charlie Malone, Denise Salcido, Nancy Tanner, Jonae Varela, Dr. Aaron Voelcker, Dr. Merari Weber, Alistair Winter, and John Zarske

Members Absent: Mikaila Brown, Cheng Yu Hou, Dr. Jeannie Kim, Dr. Annebelle Nery

1. Welcome
The meeting was called to order at 3:37 p.m. Alistair Winter led the meeting.
2. Approval of the Minutes from March 8, 2023 Meeting
It was moved by Ms. Edwards and seconded by Ms. Salcido to approve the March 8, 2023 minutes. There was one abstention and the motion passed.
3. AR 7120.1 Full-Time Faculty Recruitment & Selection – ACTION
The committee reviewed AR 7120.1 Full-Time Faculty Recruitment & Selection. District Council revisions to page 6, Composition were discussed. It was moved by Mr. Malone and seconded by Mr. Zarske to approve the amendment from Jeff Lamb to change “administrator to administrator(s) to the language. There was no abstentions and the motion passed. This item will be forwarded to the District Council.
4. AR 7120.2 Classified Employee (CSEA Bargaining Unit) Recruitment & Selection – Action
The committee reviewed AR 7120.2 Classified Employee (CSEA Bargaining Unit) Recruitment & Selection. This item will be forwarded to the District Council.

Adjourned at 4:32 p.m.

Next HRC Meeting:
Wednesday, September 13, 2023 Via Zoom, 3:30 – 5:00 p.m.

Rancho Santiago Community College District
ADMINISTRATIVE REGULATION
Chapter 7
Human Resources

AR 7280 Remote Work - NEW

Remote Work options allow employees and supervisors a varied geographic and daily distribution of their normal work hours. It does not change the number of days and/or hours worked. Remote work allows individuals the flexibility to adjust their work location and/or schedule to manage their personal needs while maintaining or increasing the efficiency, effectiveness, and equity of outcomes of their work.

The major benefits of a Remote Work schedule are:

1. Talent acquisition and retention strategies
2. Improve program operational effectiveness and flexibilities, individual productivity, and morale;
3. Reduce absenteeism;
4. Expand opportunities for employee health and wellness;
5. Decrease the spread of communicable diseases;
6. Decrease commuter traffic and improve regional air quality;
7. Improve employee morale and job satisfaction;
8. Enhance flexibilities and opportunities for persons with disabilities;
9. Effectively continue business as a part of a disaster recovery or emergency plan.

Purpose

Rancho Santiago Community College District (“District”) encourages workplace flexibilities to better support employees, students and District operations. The District recognizes the benefits of flexible work options for employees when both program and employee personal needs can be met.

Granting a remote work arrangement is a privilege and not a right or entitlement. The arrangement is a cooperative effort between the employee and their supervisor. The operational needs of the District and the justification for the request will be the primary consideration. Certain positions, assignments, and classifications will not be suitable for a remote work arrangement. The District encourages an environment where all staff, whether they are participating in remote work or not, work collaboratively.

Managers and employees must understand that adherence to the policy and procedures is essential to the success of the Remote Work program.

The District’s Remote Work program is a separate and independent process from the ADA/Medical Accommodation process. All ADA/Medical accommodation requests must be referred to People and Culture.

Eligibility

Management, confidential, and classified staff are eligible to request remote work assignments pursuant to this protocol, with a maximum of up to two full workdays per work week and requires an approval by the area's Vice President/Assistant Vice Chancellor. A request to work remotely beyond two days per work week requires the approval of the Vice Chancellor/President. A denial decision by the appropriate Vice President/Assistant Vice Chancellor or Vice Chancellor/President is final.

Remote work assignments are not suitable for all positions or essential personnel. Remote work will not be offered when doing so would impact the department's ability to meet demand for on-campus services, District Services or student needs. All permanent Management, Confidential, and Classified District employees in positions where essential job functions may be performed remotely are eligible for a Remote Work assignment, pending approval, from their supervisor and respective Vice President/Assistant Vice Chancellor, as outlined below.

Temporary, short-term, substitute, and other non-permanent employees may be eligible for Remote Work when specific job duties allow.

Remote Work Assignment Requirements

Remote Work assignments are assessed based on the essential job functions and employee performance. The following required elements must be considered before a Remote Work assignment is approved:

1. Job Knowledge – does the employee have adequate job knowledge to perform their core functions without close supervisor or regular input from their supervisor and coworkers that would impede the efficiency of working remotely.
2. Employee Characteristics – does the employee's past performance demonstrate the necessary work quality, consistency, responsibility, accountability, and self-direction for successful remote work.
3. Employees must be in good standing, meeting expectations on their most recent evaluation and cannot be on a performance improvement plan.
4. Employees' remote work location must be primarily within the state of California and within a reasonable vicinity to the District.
5. Employees must keep their accrued vacation leave balance below the established maximum for their position.
6. Task, Assignment, and Projects – can the employee's core work responsibilities be assigned, performed, completed, and managed away from the office?
7. Student/Employee/Public Contact – can the employee's routine interpersonal interactions be conducted remotely without reducing the effectiveness, efficiency, or equity of services provided.
8. Reference Materials – does the employee have access to necessary information, guides, manuals, and similar resources and materials necessary to perform their work remotely.
9. Technology Resources – does the employee have adequate technology resources to perform work remotely (e.g. high-speed internet, monitors, etc.).

10. Special Equipment – do the employee’s routine work assignments require any special equipment requiring them to be onsite to complete core tasks.
11. Information Security – can the District provide adequate security of confidential and private information stored and transmitted through internet technologies and can the employee provide adequate security of information possessed, viewed, and used while working remotely.
12. Travel – will the employee be able to meet travel needs while working remotely.

Remote Work Assignment Options

1. Ad Hoc: an ad hoc Remote Work assignment at the request of the employee and with the prior written approval by the Vice President/Assistant Vice Chancellor. A Remote Work Agreement is not required for temporary, or emergency- based remote work arrangements. In these cases, documentation between the employee and their supervisor is sufficient.
2. Fixed: a set, reoccurring schedule of remote work and onsite work assignments at the request of the employee with prior written approval by the Vice President/Assistant Vice Chancellor. A Remote Work Agreement is required for this assignment.

All employees, as outlined under “Eligibility” above, may request an Ad Hoc or Fixed Remote Work assignment. Employees may not be assigned a Remote Work assignment without their consent unless the assignment is necessary for continuity of operations during an emergency. Ad Hoc Remote Work assignments may also be used to manage personal and public health concerns, such as allowing employees who are experiencing symptoms of a communicable illness to work remotely, health permitting.

The decision to approve or disapprove of a Remote Work assignment shall be at the discretion of the supervisor and the respective Vice President / Assistant Vice Chancellor and final approval by the President / Vice Chancellor.

Employee Responsibilities

Employees must be available for regular communication while working remotely during their assigned work schedule. Regular communication may include telephone (online), email, video conferencing, instant messaging (such as TEAMS), and other readily available forms of communication. The supervisor may assign acceptable communication methods and expectations for timely response as long as they are consistent with onsite work expectations and standard business practices. Acceptable communication methods and expectations shall be clearly communicated to the employee.

Employees must promptly notify their immediate supervisor of any disruptions at the alternate work location (e.g., equipment failure, power outages, telecommunication difficulties) impacting the employee’s ability to perform their job duties. In such occurrences, the supervisor may require the employee to report to the District worksite or the employee may request leave. If the employee is required to report to the District worksite, the employee is not guaranteed “replacement time” or an “in lieu of” remote workday. However, the employee’s remote workday may be temporarily switched to another day with approval from their immediate supervisor.

Employees may be asked to provide progress reports, meet benchmarks, and produce deliverables on a predetermined schedule.

Employees must maintain regular communication with managers and supervisors, coworkers, and individuals served in the performance of their job while working remotely at a substantially similar level as would be accomplished working onsite.

Employees must complete a safety and ergonomic checklist, on the Remote Work Agreement, attesting that their Remote Work location is safe and that they have appropriate equipment. Employees assume the duty to secure District equipment.

Employees must maintain the confidentiality and privacy of documents, communications, data, and any other information used while working remotely. The District will provide training as needed for the employee to effectively maintain confidentiality and privacy.

Employees must comply with District IT policies and procedures, including appropriate use of District equipment, timely and routine software and firmware updates, and other protocols to protect the integrity and operations of the District's IT resources.

Employees understand that all equipment, records, and materials provided by the District shall remain the property of the District. The employee agrees to use District owned equipment, records, and materials for purposes of District business only and to protect them against unauthorized or accidental access, use, modification, destruction, loss, theft, or disclosure.

Employees will implement steps for good information security, as outlined in the 'Remote Work Agreement' titled "Remote Work Data Security" and agree to abide by the Remote Work Data Security checklist, at the Alternate Worksite, and will promptly inform their supervisor and the ITS Department when information security may be an issue. The employee further agrees to report immediately to the supervisor instances of loss, damage, or unauthorized access.

Employees understand that District ITS technical support will only be provided for District owned equipment and only while they are on a District site. Technical support for employee's personal devices and equipment are the responsibility of the employee.

Remote work is not intended to allow employees to pursue outside employment, to run their own business, or engage in personal activities during working hours.

Employees who are remote working are not entitled to reimbursement for travel mileage to attend work unit meetings.

Employees shall not work overtime without prior supervisory approval. If the employee works overtime that has been approved in advance, compensation or compensatory time off will be provided in accordance with applicable laws and policies.

The District is not liable for damages to the employee's property that may result from participating in the remote working program.

Employees must work the agreed-on work schedule as established in their Remote Work Agreement, and take meal and rest breaks, as required by law regardless of their worksite.

Employees participating in a remote work program must meet the same performance and professionalism standards expected of District employees at District worksites regarding job responsibilities, work productivity, communication, and interaction with members of the campus community. Employee evaluations will be conducted in accordance with the contracted

procedures.

Employees must comply with all District policies/procedures, and applicable law, and CBA.

Supervisor Responsibilities

Supervisors must provide timely support, feedback, and direction for employees working remotely in a substantially similar manner to employees working onsite.

Supervisors must be available through regular communication methods during their work hours, with clear expectations for responses to employees' communications. Supervisors should meet regularly with each employee to set clear goals, benchmarks, and deliverables.

Supervisors must proactively monitor employee performance, provide support and feedback, and ensure services and operations are not negatively impacted by remote work assignments.

Supervisors must manage coverage and availability of services to ensure students, other District employees, and/or the general public receive timely and appropriate service.

Supervisors must ensure employees have completed all requirements to participate in Remote Work and maintain eligibility, or promptly notify the employee when they are no longer eligible for Remote Work.

Supervisors should schedule regular staff meetings to facilitate communication and teamwork within the department.

Supervisors should ensure employees have completed all requirements to participate in a Remote Work Agreement, and maintain eligibility, or notify People and Culture and the employee within twenty-four (24) hours when the employee is no longer eligible for a Remote Work Agreement.

Supervisors must ensure employees on a Remote Work assignment comply with all confidentiality and privacy requirements and District IT policies and requirements.

Technology, Worksite, Equipment & Information Security

District Owned Equipment located at the Alternate Worksite is subject to all laws, District policies and procedures, and other restrictions related to the use of District-owned property. Only the employee working under the Remote Work Agreement may use District-owned equipment, and this use is limited to purposes related to District business. The employee is responsible for seeing that District-owned equipment is used in accordance with AR3720 Information Resources Acceptable Use. As the District cannot safeguard Alternate Worksites, employees should contact their insurance provider for information regarding insurance coverage for District-owned equipment entrusted to them for use at their Alternate Worksite.

Employee Owned Equipment, including but not limited to, computers, tablets, fax, printer, phone, and internet may be used for District business with mutual agreement. The employee is responsible for the cost, maintenance, and repair of their own equipment used in the course of the Remote Work Agreement. The District is not liable for damage to employee-owned equipment used in remote work. The District is not responsible for operating costs, home

maintenance, or any other incidental costs associated with the employee's remote work agreement unless previously negotiated with and approved by the District.

Technical Support will be provided to remote work employees only for District owned equipment.

- Employees in need of technical support must contact District ITS and will be required to bring the equipment to their District Worksite.
- If the employee needs specialized technical support beyond the types of technical support normally provided by the District to all employees, the employee must purchase private technical support.
- In the event of delay in repair or replacement of equipment, resolution of technical issues or any other similar circumstance making it impossible for the employee to work remotely, the employee may be required to work from their District Worksite until the issue is resolved.

Information Security

- Employees must take reasonable precautions to ensure employee-owned devices are secure before connecting remotely to the District's network.
- Employees are expected to close or secure all connections to the District desktop or system resources when not conducting work for the District.
- Employees must maintain adequate firewall and security protection on all devices used to conduct District work from the Alternate Worksite.
- Employees must safeguard all sensitive and confidential information, on paper and in electronic form, relating to District work while at or in transit to the Alternate Worksite.
- Employees must take reasonable precautions to prevent third parties from accessing, viewing, or handling sensitive and confidential information at the Alternate Worksite. This also includes preventing third parties from listening in on sensitive or confidential phone calls, electronic communications, or virtual meetings.
- Employees may not remove confidential or sensitive information from their District Worksite. Confidential and sensitive information may not be electronically accessed, copied, downloaded, or transferred to an unapproved electronic media except as permitted and authorized by established policy and procedure, as needed in the performance of legitimate work responsibilities, and with the expressed approval of the employee's supervisor.
- Employees must return all records, documents, and correspondence to the District at the termination of the Remote Work Agreement or upon request by any District administrator in accordance with BP 3720 Computer and Network Use.

Expenses

Employees participate in this Remote Work program voluntarily and are responsible for any costs incurred to work remotely. Such non-reimbursable expenses include but are not limited to utilities, internet service, phone service, purchase of office equipment or furniture, home improvements, any construction, and any alterations to real or personal property. The District will provide, if available, essential equipment employees are required to use to perform their job. Employees must request the equipment and supplies necessary to perform their job from their supervisor. Employees that purchase and use any equipment and/or supplies without prior approval will not be reimbursed.

Approval Process & Workspace Review

The employee and appropriate immediate supervisor meet to discuss position suitability, operational need, and employee eligibility for remote/hybrid work assignments. The employee will complete the Remote Work Agreement form (Appendix 1) and submit it for approval.

Designated Workspace

Employees designated Alternate Worksite should:

- Be quiet, free of distractions
- Have reliable internet and/or wireless access
- Be secure in order to preserve the confidentiality of District-related documents and content
- Allow employees to perform their job responsibilities during the hours their work schedule requires
- Adhere to District standards for a safe work environment, including but not limited to, ergonomics, indoor air quality, injury and illness prevention, as outlined by RSCCD Risk Management
- A computer used for District business must be plugged into a surge protector, and have current virus protection maintained

The Alternate Worksite is an extension of the District Worksite. All existing workplace health and safety rules, as well as all existing employment laws, rules, and policies, apply the same as they would for employees reporting to a District Worksite.

Request and Approval for Remote Work Agreement

No employee is entitled to participate in Remote Work, it is a voluntary mutual agreement between the employee and appropriate supervisor and respective Vice President/Assistant Vice Chancellor. Employees must submit a written request on a 'Remote Work Agreement form' to their appropriate supervisor.

Once an employee has submitted a written request for a Remote Work Agreement to their supervisor, the District will provide written approval or denial of the request to the employee within fifteen (15) business days. Any denial of a Remote Work Agreement request must include the reason for the denial. There is no appeal to this decision and requests for remote work can only be submitted once every twelve (12) months.

Noncompliance with policies and procedures may result in immediate rescission of the Remote Work Agreement and/or corrective action.

Remote Work Agreement Review

Remote Work Agreements will be reviewed, at a minimum, on an annual basis, but may be reviewed more frequently as deemed necessary by the supervisor.

New Remote Work Agreements will be reviewed at thirty (30) day intervals during the first ninety (90) days, which is intended to provide both the employee and their supervisor an opportunity to review and evaluate the effectiveness of the Remote Work Agreement.

Remote Work Assignment Termination

Employees may request to end a remote assignment and return to onsite work at any time.

Supervisors may cancel an employee's remote work agreement based on performance concerns with 3 (three) calendar days' notice.

A Vice President/Assistant Vice Chancellor may cancel an employee's Remote Work agreement based on a validated conduct issue with 24 hours' notice, excluding weekends and holidays.

A Vice President/Assistant Vice Chancellor may require employees to report to work onsite temporarily due to an unforeseen business necessity or emergency with 24 hours' notice.

Supervisors may require employees to report to work onsite immediately during an emergency as directed by the Chancellor/President.

Adopted: xxxxxxxx, 2023



Remote Work Agreement

Employee Name: _____ **Employee ID:** _____

Job Title: _____ **Department:** _____

This Remote Work Agreement is intended to ensure both supervisor and employee have a clear, shared understanding of the employee’s ongoing voluntary alternative work arrangements. Each arrangement is unique depending on the needs of the employee, supervisor, position, department, and the District. This agreement is not a contract and does not provide contractual rights to continued employment or to remote work. This Agreement may be rescinded by either party with seven days written notice.

Space, Equipment, and Technology Access

The employee has reviewed the attached Checklists and agrees that the Remote Work location is safe, ergonomically suitable, free from distractions, and allows for maintaining appropriate confidentiality of records and information. The employee agrees to immediately report, to their supervisor, any job-related accidents occurring during established work hours to facilitate timely reporting. Any specific equipment needs at the Remote Work location should be discussed with your supervisor. All information technology guidelines should be followed to ensure the safety and security of data.

Work Schedule

Below is the agreed upon work schedule. All hours are exclusive of unpaid meal breaks. The designation of the established work week shall not preclude the unit member and supervisor from mutually agreeing to a temporary alteration of the work schedule.

- 9/80 work schedule, consisting of nine consecutive hours per day, 80 hours per two weeks consisting of eight 9 consecutive hour days and one 8 consecutive hour day.
- 36/4 work schedule, consisting of four 9 consecutive hour work days and one 4 consecutive hour workday as follows: Monday through Thursday 9 consecutive hours a day, 4 consecutive hours on Friday.
- 4/40 work schedule, consisting of 4 days per week, 10 consecutive hours a day.
- 5/40 work schedule, 5 days per week, 8 consecutive hours a day.

| Day | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------|--------|--------|---------|-----------|----------|--------|----------|
| Time In | | | | | | | |
| Time Out | | | | | | | |
| Location | | | | | | | |
| Break Times | | | | | | | |

Alternate Work Location and Contact Information

Address: _____

Employee Phone Number: _____

Agreement Review

1. Remote Work Agreements will be reviewed, at a minimum, on an annual basis, but may be reviewed more frequently as deemed necessary by the supervisor.
2. New Remote Work Agreements will be reviewed at thirty (30) day intervals during the first ninety (90) days, which is intended to provide both the employee and their supervisor an opportunity to review and evaluate the effectiveness of the Remote Work Agreement.

Alternate Work Location Safety Rules and Practices

Employees working in an alternate work location are required to adhere to all district safety rules and practices. I agree to the following:

Physical Workspace

- Alternate work location is kept free of trash, clutter, and flammable liquids.
- Flooring (carpet, vinyl, hardwood, etc.) is securely attached to the floor and free of frayed or worn seams.
- Furniture is stable and free of defects such as splintered wood or sharp edges that could compromise safety.
- Phone lines, cables, electrical cords, and other trip hazards are placed away from heat sources and foot traffic.
- File cabinets, bookcases, etc., do not present a tipping hazard.
- Adequate temperature control and ventilation are present.
- First Aid supplies are readily available.

Electrical Safety

- The electrical system is adequate for office equipment.
- Sufficient electrical outlets are accessible and close to the equipment.
- Computer/electrical equipment is plugged into a surge protector.
- Electrical plugs, cords, outlets, and panels are in good condition with no exposed/damaged wiring.
- Surge protector(s) are plugged directly into a wall outlet(s).

Ergonomics/Wellness

- Lighting is sufficient for reading or working on the computer.
- The chair is sturdy and free from safety defects, i.e., loose wheels, legs, and other parts.
- Chair seat adjustable to a comfortable upright position to allow seating with feet flat on the floor.
- The keyboard and mouse are positioned to eliminate reaching and allow the wrist to be in a straight, natural position.
- The keyboard and mouse are situated at elbow level.
- The height of the work surface accommodates the employee so that it does not contact the top of the employee's legs.
- Workstation, chair, and other equipment are positioned ergonomically correctly and comfortably for the employee's legs.
- The topmost line of the monitor screen is slightly below eye level. Monitor height set, so head tilting is not required.
- I have reviewed the ergonomic information posted on the Risk Management website <https://intranet.rscdd.edu/Safety-Risk-Management/Pages/Ergonomics.aspx>

Fire/Emergency Safety

- Maintain primary and secondary evacuation plans for emergency exits in the event of a fire.
- Working smoke and carbon monoxide detectors and a multi-use fire extinguisher that employees can use are present.
- All portable heat source(s) are located away from combustible and flammable items.
- Staircases that must be traveled while working are well lit, free from obstruction, and allow for secure footing on each step.

Remote Work Data Security

Remote work requires some additional responsibility to ensure device and data security. I agree to:

1. Use my District provided computer or devices. District provided computers are professionally maintained with regular operating system and application updates, and advanced malware and adware protection software.
2. Not to use any personal accounts for District business. All district document creation and email will be done using the District's provided email accounts and district licensed productivity and enterprise software. I understand that using personal accounts for District business makes those accounts discoverable and in scope for public records requests.
3. Save any District work on District provided cloud or network storage locations.
4. To protect and secure all District data.
 - a. Not to print any documents with FERPA protected information.
 - b. Not transport or save any District data on a thumb drive, portable hard drive, or any unsecured device.
 - c. Not leave any District information (e.g. open on a computer screen or printed documents) unattended.
 - d. To secure any District information that has been printed in a locked file cabinet or drawer.
 - e. To shred or destroy any District information that has been printed.
 - f. Not to discuss or provide any specific District data with non-District persons.
5. Ensure privacy when discussing District business via phone or virtually (e.g. Zoom, Teams, etc.). Confirm that there is no one in the immediate vicinity, and close all doors before initiating voice communications.
6. Use multi-factor authentication (MFA), which protects user identity by requiring two forms of authentication.
7. Not share accounts, login information, or allow a family member or other person residing in the household to work on any system used for District work using my account or any District issued account, or to work on a District provided device.
8. Enable a screen lock on the computer. This is to ensure that other persons living in the household can not view or alter data if the computer is left unattended and unlocked. It is suggested that a password protected screen lock is used after fifteen (15) minutes of inactivity.
9. Ensure the computer or device is physically protected, and in a secure location. It is recommended that computers and devices be stored in a locked room, and that personal devices (e.g. phone, tablet) are always under my control.
10. Ensure the wireless router and network are secure. Replace the default router administrative password with a strong password on the router configuration interface, and ensure the router's firewall is active. Update the router software regularly. Configure the wireless network to use a secure protocol. If the router supports WPA3, use this protocol, otherwise select WPA2. Remember that the Wi-Fi password should be strong, and that password length is the most important factor when creating a strong password.

Acknowledgement

- I have reviewed and understand the Remote Work Agreement Administrative Regulation
- I have completed all required training to perform my job remotely.
- I will contact my manager/supervisor if I have any concerns regarding ergonomics or alternate work location safety issues.
- I will immediately provide written notice to my manager/supervisor of any change in location or condition of my alternate work location.
- I will utilize the same IT requirements, safety rules and habits applicable to my duty station whenever at my alternate work location.
- I will follow district procedures for reporting of work-related illness or injury occurring at my alternate work location.
- I understand my role to protect the district's information, equipment's, software, and hardware.
- I understand in unusual circumstances must be discuss with my supervisor.
- I have the required communication and collaboration tools needed for me to perform my work. Examples listed below:
 1. Zoom
 2. Teams
 3. Email - Outlook
 4. Cranium Café
 5. Jabber
 - 6 Other: _____

List any District's equipment's loaned to me.

I agree to return this equipment in the same condition in which it was received and I will assume all financial responsibility for damage or theft to this equipment while the equipment is under my care, custody, and control. In the event that the equipment is damaged or stolen, I agree to notify the district immediately and to abide by the directions given by the district at that time. I will not allow other individuals to use this equipment.

Supervisor and employee agree to the terms and policies of the Remote Work Agreement.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____