



Staff Remote Work Agreement

The Staff Remote Work Agreement is to be completed for staff employees in the following categories, approving an alternate work location from that of the employee’s assigned physical work location: hybrid remote or fully remote. The agreement should be completed for the approval of one of these arrangements and annually thereafter.

Employee Information			
Name:			
Office/Department:		Supervisor:	
Job Title:			
Work Arrangement:	Hybrid Remote	Fully Remote	Type: Permanent
Temporary			
Assigned Physical Work Location:	New Mexico Campus	Florida Campus	Other (list)
Address of Alternative Work Site Location:			
Alternative Work Site Location within the home (ex: 2 nd floor home office):			
Alternative Work Site Location TIME Zone:			
Agreement Start Date:		3 Month Review Date:	
Annual Review Date:			

Work Schedule

A work schedule is to be discussed and agreed upon between the supervisor and employee. The schedule should be set to support the College’s needs and reflect the department’s and the employee’s workflow. Employees are expected to be working at their alternative work site location during normal working hours, Monday through Friday, 8am-5pm, unless other arrangements have been made with their supervisor. Employees are expected to be available during work hours via phone, email, and/or video conference on and off campus, unless they have been approved for annual or sick leave. The schedule can be adjusted at any time in an effort to better support the department/campus; if regular days on/off campus are adjusted on a permanent or long-term basis, a new agreement must be signed and returned to the Office of Human Resources. A supervisor may require remote work employees to attend on campus meetings or events, as requested.

For a hybrid remote work arrangement, regular days on and off campus should be established below, understanding that these days may be adjusted based upon the needs of the department. Please mark the applicable on and off campus days below and/or list the agreed upon work schedule and enter hours as a range, i.e., 8:00 am-5:00 pm. **Utilize the “Additional Notes” section to address any exceptions.** The hybrid remote work arrangement is not designed as a flexible week work schedule.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
On Campus							
Off Campus							
Additional Notes:							



Terms and Conditions Acknowledgement

By signing below, I acknowledge that I have read, understand and agree to comply with the Burrell College Remote Work Agreement Terms and Conditions. I also understand that the College may review and update the Remote Work Agreement Terms and Conditions, at any time, with or without prior notice.

Employee Acknowledgement	
Name:	Date:
Signature:	

Supervisor Acknowledgement	
Name:	Date:
Signature:	

Department Head Acknowledgement	
Name:	Date:
Signature:	

Dean or President Acknowledgement	
Name:	Date:
Signature:	

Assistant Vice President of Human Resources Acknowledgement	
Name:	Date:
Signature:	