



**Date:**

**Name of Remote Employee:**

**Remote Employee UID:**

**Division/Department:**

**Manager:**

**Is this an extension to an existing Remote Work Agreement?    Yes    No**

### **Remote Work Guidelines and Agreement**

Remote work shall be defined as a work arrangement that allows the staff member to perform work at a location other than their Caltech work site, such as home, for all or part of their workweek.

Remote work may be appropriate for some staff members and jobs, but not others. Remote work is not an entitlement, it is not an Institute-wide benefit, and it in no way changes the terms and conditions of employment. All Institute Policies and Personnel Memorandum are applicable while a staff member is in a remote work arrangement.

The needs of the department/division and the Institute shall be considered when a remote work arrangement is approved. An approved Remote Work Agreement is required when a staff member is working remotely for thirty days or more.

Any remote work arrangement made will be on a trial basis for the first six months and may be discontinued at will and at any time at the request of either the employee or Caltech. Every effort should be made to provide 30 days' notice of such change. There may be instances, however, when no notice is possible.

#### **Eligibility:**

Before entering into any remote work arrangement, the staff member's manager, with the assistance of Employee and Organizational Development (EOD), will evaluate the suitability of such an arrangement. The nature of an employee's position, how the work is performed, and whether any duties require the use of certain equipment or tools that cannot be replicated at a remote work site will be considered in determining the feasibility of a remote work arrangement. Other key considerations include whether:

- o There is a need for in-person interaction and coordination of work with other employees, external affiliates, customers, or vendors;
- o The position in question requires the employee to have immediate access to equipment, documents, or information located only in the workplace;
- o The remote work arrangement will not impact service quality or Institute operations, or increase the workload for other employees;
- o The position can be structured to be performed independently of others with minimal need for support or supervision and requires little in-person interaction;
- o Performance can be measured by quantitative or qualitative results orientated standards not time spent doing the job; and

- o The location of the alternate work site is appropriate for performing the work.

Staff whose work cannot be performed away from their Caltech work location are not eligible to work remotely; however, managers may consider other flexible work arrangements in consultation with Employee and Organizational Development.

**Other considerations:**

If an approved remote work assignment results in tax implications for the remote employee, these are the responsibility of the employee, who is advised to consult with a tax professional.

Remote work is not approved to be a replacement for child or adult care.

**Equipment:**

Caltech will not provide remote work equipment unless it is justified based on the needs of the department and the nature of the work assignment, or as a reasonable accommodation in consultation with the Disability and Leave Unit.

The decision as to type, nature, function and/or quality of electronic hardware, modems, systems access, data and phone lines rests entirely with the manager in coordination with the appropriate computing support department. The remote employee agrees that the use of the equipment, software, data and supplies provided by Caltech is limited to authorized persons and for Caltech related purposes only. The remote employee agrees to take appropriate action to protect the items from damage or theft. Remote employees agree to abide by software licensing agreements.

Upon termination of employment, the remote employee understands and agrees to return all Institute property to the Institute.

The Institute will supply the remote employee with appropriate office supplies (pens, paper, etc.) as deemed necessary. The Institute will also reimburse the remote employee for business related expenses, such as telephone calls and shipping costs that are reasonably incurred in carrying out their job.

Staff members who work from home are responsible for having a designated work area. Home adjustments and any costs related to remodeling and the initial setup of designated workspace are the responsibility of the remote employee.

**Technical Support:**

If necessary, the manager will notify IMSS of technical support needs once the remote work arrangement is approved by EOD.

**Security:**

Consistent with the Institute's expectations of information security for staff members working on Campus, the remote employee will be expected to ensure the protection of proprietary Institute information accessible from their home workspace. Steps include the use of locked cabinets and

desks, regular password maintenance, and any other measures appropriate for the job and the environment.

**Safety:**

Individuals working remotely are expected to maintain their home workspace in a safe manner, free from safety hazards. Accidents, injuries, or illnesses which occur while telecommuting and in conjunction with the remote employee’s regular work duties should be reported immediately to their manager and to the Leave and Disability Unit at 626-395-4577 or [LeaveUnit@Caltech.edu](mailto:LeaveUnit@Caltech.edu).

In-person work related meetings should not be hosted at a home workspace. Any exception to this guideline needs to be approved by the manager in consultation with EOD.

**Remote Work Location:**

The remote work arrangement may affect payroll taxes and the health and welfare benefit options/costs available to the remote worker.

Please indicate the physical address where the employee will work when working remotely.

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**PLEASE NOTE: It may not be possible to accommodate an out-of-state remote work arrangement.**

Requests for an out-of-state telecommuting arrangement should be discussed with EOD as soon as possible, and prior to approving and finalizing a start date for the arrangement.

**Remote Work Schedule and Assignments:**

This Remote Work Agreement authorizes remote work \_\_\_ days per week on \_\_\_\_\_.

Individuals working remotely who are in an overtime-eligible position are responsible to report their actual time worked, in and out times for meal periods, and/or absences accurately and completely for each day.

The remote employee is expected to meet the continued responsibilities of their position.

**Effective Dates:**

This remote work arrangement is effective from \_\_\_\_\_ *through* \_\_\_\_\_; however, it may be modified or discontinued at any time at the department/division’s discretion.

Remote Work Agreements should be reviewed at minimum on an annual basis to ensure that the arrangement continues to meet the needs of the department/division and Institute.

An extension to a remote work arrangement requires a new Remote Work Agreement.

**Department/Division Approvals:**

By signature below, the staff member, manager, and department/division head understand and agree to the terms of this Remote Work Agreement for the dates specified above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Operations Officer/Department Manager

\_\_\_\_\_  
Date

**HR Review and Approval:**

\_\_\_\_\_  
Employee and Organizational Development

\_\_\_\_\_  
Date