

**Coast Mountain College (CMTN)**  
**Short-Term Working from Home Agreement**

**Employee Information**

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

This temporary working from home agreement will begin and end on the following dates:

\_\_\_\_\_

Temporary Work Location: \_\_\_\_\_

Employee Schedule: \_\_\_\_\_

The employee agrees to the following conditions:

1. The employee will remain accessible and productive during scheduled work hours.
2. The employee will record all hours worked and meal periods taken in accordance with regular timekeeping practices.
3. The employee will obtain supervisor approval prior to working unscheduled overtime hours.
4. The employee will report to the employer's work location as necessary upon directive from his/her/their supervisor.
5. The employee will communicate regularly with his/her/their supervisor and co-workers, which includes a written report of activities over the maximum two-day period.
6. The employee will comply with all CMTN rules, policies, practices, and instructions that would apply if the employee were working at the employer's work location.
7. The employee will maintain satisfactory performance standards.
  - a. While working remotely, the same standards of personal and professional conduct and presentation apply as if an employee was working on-site.
  - b. All online meetings will be conducted in a professional manner and in a professionally appropriate physical environment.
8. The employee will maintain a safe and secure work environment at all times.
9. The employee will report work-related injuries to his/her/their manager as soon as practicable.

CMTN will provide the following equipment: \_\_\_\_\_  
\_\_\_\_\_

The employee will provide the following equipment: \_\_\_\_\_  
\_\_\_\_\_

The employee agrees that CMTN equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on CMTN equipment. The employee understands that all tools and resources provided by CMTN shall remain the property of the College at all times.

The employee agrees to protect CMTN tools and resources from theft or damage and to report theft or damage to his/her/their manager immediately.

The employee agrees to comply with CMTN policies and expectations regarding information security. The employee will be expected to ensure the protection of College and customer information accessible from their home offices.

The employee understands that all terms and conditions of employment with CMTN remain unchanged, except those specifically addressed in this agreement.

The employee understands that management retains the right to modify this agreement on a temporary or permanent basis for any reason at any time.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_