

Working from Home Policy

From time-to-time employees will face situations where working from home will be more convenient for them and/or may be required by the University. Throughout the coming months and phased reopening of Colgate's campus, there will continue to be a necessity for employees to work from home, as appropriate.

Certain University positions may be deemed essential, which can change over time, requiring the employee to be physically present on campus for business continuity purposes or to provide essential services. Employees will be notified if they are to work from home or if their presence is required on campus. Any arrangements that involve personal medical or family care should be determined in collaboration with the supervisor and human resources. Some examples of working at home arrangements are:

- Mandated by executive order or University leadership
- A sick family member that requires care
- Self isolation and/or ordered quarantine
- Dependent care/school closure

In all cases, employees who work from home must follow the [Remote Working Technology Guide for Employees](#). All materials must be stored in a safe and secure location, and all work must be performed in a secure manner as outlined in the guideline.

These arrangements should be documented with a Working From Home Agreement.

Working From Home Agreement

Employee Information

Name: _____ Hire date: _____

Job title: _____

Department: _____

Supervisor: _____

This Working from Home Agreement will begin and end on the following dates:

Start date: _____ End date: _____

Off Campus Work Location: _____

Employee's normal schedule: _____

I agree to the following conditions related to working from home:

- To remain accessible and productive for my scheduled number of hours and during the agreed upon work hours. Variations of my normal schedule will be discussed with, and approved by, my supervisor.
- If I am an hourly employee, I will record my actual hours worked and meal periods taken in accordance with applicable timekeeping practices, University, and regulatory requirements.
- If I am unable to perform my duties, I will let my supervisor know that I am unable to work and will use a sick or vacation day, as appropriate.

- If I am unable to report to campus, due to the results of my daily Health Screening, but am still able to perform work, my supervisor and I will determine appropriate work to be performed by me from home.
- If I am an hourly employee, I will obtain my supervisor's approval prior to working unscheduled overtime hours.
- To communicate regularly with my supervisor and co-workers, by the method and at the frequency agreed upon with my supervisor(s).
- To comply with all rules, policies, practices, and instructions that normally apply to me as an employee of Colgate University.
- To follow the [Remote Working Technology Guide for Employees](#).
- To inform my supervisor of my work location.
- To maintain a safe working environment, including ergonomically correct, at all times, or use of PPE as required. I will report any work-related injuries to my supervisor, as soon as practicable, via the online [Employee Incident Reporting](#) system.
- To protect any and all University property and other resources from theft or damage. I will immediately report any theft or damage to University property to my supervisor, who will initiate a report with Campus Safety, as appropriate.
- To allow the University to make arrangements, as appropriate, to provide access to business-related material and equipment for essential business purposes, should I become unable to perform my duties.
- That my supervisor and/or the University retains the right to modify this agreement on a temporary or permanent basis, with at least two week's notice, whenever possible. (e.g. deemed essential, presence required on campus, unsatisfactory performance level, etc.). Supervisors will consult with Human Resources.
- If my employment with Colgate University ends, I will return all equipment on or before my last day, unless other arrangements are made with the Department of Human Resources.
- To comply with all Colgate University policies, including the confidentiality and computing policies, and expectations regarding information security. I will ensure the protection of proprietary University and customer information at all times from my home office.
- I will seek approval from my supervisor for equipment needs and register the Colgate owned equipment that is located in my home office by completing the [Colgate Equipment in Your Home Office](#) survey.

I have read the above and agree to comply with the conditions as outlined for working from home.

Employee signature: _____

Date: _____

As the primary supervisor, I have reviewed the above agreement as outlined with _____ and — in the case of multiple supervisors — coordinated efforts. I agree to commit to engaging in practices that will assist this employee to be successful, while working at home. I have reviewed the [Supervisor Guidelines for Remote Work](#).

Supervisor signature: _____ Date: _____

Cc: Human Resources - copy for employee's file