

Cornell Cooperative Extension Delaware County

REMOTE WORK AGREEMENT

Overview - This Remote Work Agreement is between _____ and Cornell Cooperative Extension Association of Delaware County ("Association"). Participation in a remote work agreement is at the discretion of the Association Executive Director and may be terminated by either the Executive Director of Cornell Cooperative Extension of Delaware County, or this staff member, with or without cause, upon reasonable notice thereof. Such reasonable notice (of no less than 30 days) may require, on the part of either party, time necessary for phasing out of the remote work setting and/or phasing into the on-site workplace. This set of expectations is not a contract of employment and may not be construed as such.

1. **Remote Work** - Remote Work allows employees to work at home, on the road or in a satellite or other remote work location for all or part of their workweek. Staff are to always maintain safety. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a remote work arrangement.
2. **Other Applicable Responsibilities of the Employee** - The duties, responsibilities, and conditions of employment (including rate of pay and benefit status) do not change as a result of this remote work agreement. As a Cornell Cooperative Extension of Delaware County employee, you are expected to continue to comply with all Association policies and procedures while working off-site. Worker's Compensation benefits will apply only to injuries arising out of and in the course of employment as defined by New York State Worker's Compensation law. You must report any such work-related injuries to your supervisor immediately. Cornell Cooperative Extension of Delaware County is not responsible for injuries or property damage unrelated to such work activities that might occur in the remote work setting.
3. **Overtime Work for Non-Exempt Employees** - In accordance with existing policies and procedures, requests to work extra time or overtime must be pre-approved, in writing, by the staff member's supervisor regardless of the work location.
4. **Type of Remote Work Arrangement** - Remote work arrangements are expected to fall under two general types as outlined below. The supervisor and employee will select under which remote work category the employee will work.

CHECK ONE:

- ☐ a. **Occasional Remote Workdays** – Up to Five (5) days per month with schedule and days approved by staff member's supervisor.
- ☐ b. **Predetermined Regular Day Each Week** – Normal business day with only occasional changes. All changes require written approval by staff member's supervisor. Please check the applicable day:
- ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri

5. **Assigned Equipment and Supplies** - In most cases the employee will utilize their assigned laptop when working remotely. Any other equipment and/or other supplies in support of the agreement (including serial or registration numbers, if applicable) will include:

The staff member's use of equipment, software, and all other resources provided by Cornell Cooperative Extension Association of Delaware County is limited to the purposes of completing assigned projects/work and is not intended for the staff member's personal use. The decision to remove or discontinue use of the resources listed above shall rest entirely with Cornell Cooperative Extension of Delaware County. In the event the staff member ceases employment with Cornell Cooperative Extension of Delaware County, or the remote work agreement is discontinued for any reason, the staff member must agree to return all Cornell Cooperative Extension of Delaware County's property within 48 hours.

If applicable, the Association will provide or arrange for maintenance of the equipment provided to the staff member through this remote work agreement and will provide for insurance coverage of the Association provided equipment, as per the Association's policy. However, the staff member is responsible for the cost of any repairs caused by the misuse or abuse of the equipment, or by the staff's own negligence. Cornell Cooperative Extension of Delaware County reserves the right to exchange or retrieve Association-owned property with reasonable advance notice.

6. **Employee Personal Expenses** - Cornell Cooperative Extension of Delaware County will not reimburse the staff member for the cost of off-site related expenses such as heat, water, electricity, internet and any insurance coverage not provided by the Association. Personal tax implications related to the off-site workspace shall be the staff member's sole responsibility.
7. **Confidentiality of Association Data** - The staff member has responsibility for maintaining the security and confidentiality of Association files, data and other information that are in the off-site workplace. Staff member is to maintain a secure internet network and utilize Cornell's VPN service when working remotely.
8. **Home Caregiving** - Remote work is not to be regarded as a substitute for ongoing child-care or elder-care. It is the expectation that staff members will not be providing child-care or elder-care while working.
9. **Changes to Remote Work Schedule and Reporting to Association Workplace** - Based on the needs of the Association, the remote work schedule may be altered and/or the staff member may be required to report to Association workplace to review work and progress with supervisor, and to meet with co-workers and customers or other Association applicable activities. Advance notice will be given to the staff member if this is required. No remote work will be allowed during the week prior to or during the Delaware County Fair.
10. The remote work agreement will begin on and end on the dates provided below:

Begin Date:

Scheduled End Date:

REMOTE WORK SAFETY CHECKLIST

As an employee with a Remote Work Agreement, you are responsible to ensure that the off-site workspace you have selected complies with certain safety guidelines. Use this checklist for guidance.

Workspace Location

	Workspace is away from noise, distractions, and is devoted to your work needs.
	Workspace area accommodates all workstation, equipment, and related materials.

Electrical

	Sufficient electrical outlets are accessible.
	All outlets are covered and in working order. <i>Caution: Do not overload outlets; make sure they can handle the load. If necessary, call your electrician to verify outlet electrical circuit capacity.</i>
	Equipment is fitted with grounding adapters, surge protectors and overload fuses.
	All grounding adapters and power strips/surge protectors that are being used are Underwriters Laboratory approved.
	Equipment is placed close to electrical outlets.
	Electrical cords/wires are placed so that there are no tripping hazards.

Fire Safety

	There is a working smoke detector in the workspace.
	A home-based, multi-purpose fire extinguisher, which you know how to use, is readily available.
	You have an evacuation plan so you know what to do in the event of a fire.

The Selected Workspace

	The remote work workspace you select must be capable of safely supporting and accommodating your electronic office and supporting equipment needs. Natural or mechanical ventilation, temperature control, lighting, and properly selected workspace ergonomic parameters are necessary to maintain a comfortable working environment. Once set up, your workspace should be maintained free from hazards and in a safe condition at all times.
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Workspace Ergonomics

An improperly set up computer workspace can be a source of physical discomfort during prolonged use. Symptoms of eye fatigue and irritation, headaches, blurred vision, and pain or stiffness in the neck, shoulders, back, arms, wrists, and hands could be a hazard. These potential problems can be minimized or eliminated by learning more about remote work workspace safety suggestions below.

Standard Computer Desk (Suggested)

Computer desk height is 26 inches above the floor. Keyboard is at the same height and chair is adjusted during use to ensure your arms are at a 90-degree angle to the keyboard.
Desk is able to support weight of computer equipment and related support materials.
Space under desk is sufficient for lateral movement.

Component Desk (Suggested)

Deskwork surface is 29 inches from floor.

Desk has adjustable keyboard support tray (adjustments of 25 to 27 inches from floor are standard).

Desk is able to support weight of computer equipment and related support materials.

Keyboard (Suggested)

Keyboard height is adjustable (25 to 27 inches above the floor).
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User's wrists are straight and a wrist pad is used.

Chair (Suggested)

Chair is fully adjustable, allowing change in height and angle of backrest to provide support to the inward curve of operator's back and waist.

<i>NOTE: If necessary use pillow, towel or cushion for lower back support.</i>
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Chair is adjusted so that knees are at a 90-degree angle, feet are flat on floor or footrest, and elbows are at same height as keyboard.
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Computer Screen (Suggested)

Screen is about an arm's length from the eyes and tilted back 10 to 20 degrees from the user's eyes.
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Top of viewing screen is at or below the user's eye level.
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Images on screen are sharp, easy to read, and there is no glare on the screen face.

Screen contrast and brightness are adjusted for best reading of typed characters on the screen.

Workspace Illumination (Suggested)

Lighting is not so bright that it causes glare on the screen.

Lighting is not so dim that it causes the user to strain when reading the screen or documents in use.

Screen is located away from the window and/or is perpendicular to window and its plane.

There are no reflections on the screen from windows or overhead lights.

There is no light shining directly into the user's eyes.
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Task lights are used for source documents and positioned to avoid glare on screen.
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SIGNATURES

I have read and understand the above expectations relating to the remote work agreement. I understand that my failure to adhere to the expectations may have an adverse effect on my employment and may result in disciplinary action, including, but not limited to the immediate withdrawal of the opportunity to benefit from a remote work agreement.

In addition, I have completed the above safety checklist for my remote workspace, and I am in compliance with all items on this checklist.

Any changes to this agreement will be discussed and approved by the supervisor and Executive Director.

Employee *(Print Name)*

Date

Employee *(Signature)*

Date

Immediate Supervisor *(Signature)*

Date

Program Supervisor *(Signature)*

Date

Executive Director *(Signature)*

Date