



## TELEWORK AGREEMENT | Hybrid or Regular telework

This document is intended to ensure that both the supervisor and the employee have a clear, shared understanding of the employee’s telework arrangement. Each telework arrangement is unique depending on the needs of the position, supervisor, and employee. In defining a telework arrangement, the employee and their supervisor are expected to evaluate the costs and benefits of telework, identify work expectations, and clearly communicate how expectations may be met.

This telework agreement is not a contract of employment, does not provide any contractual rights to continued employment, and may be terminated by the department, the employee, or Northern Marianas College at any time with at least a 30-day notice, unless it is for alleged misconduct or an emergency, in which case, it may be terminated immediately. It does not alter or supersede the terms of the existing employment relationship. Use this form to develop requirements for hybrid or regular telework, recognizing that **telework arrangements for hybrid or regular telework will not typically result in the duplication of office equipment.**

### Employee telework information

Employee Name:	
Job Title:	
Department:	
Supervisor’s Name:	
Arrangement requested by:	<input type="checkbox"/> Employee
	<input type="checkbox"/> Employer
Telework arrangement (select one):	<input type="checkbox"/> 1 day per week
	<input type="checkbox"/> 2 days per week
	<input type="checkbox"/> 3 days per week
	<input type="checkbox"/> 4 days per week
	<input type="checkbox"/> Less than 100% telework but varies per week
	<input type="checkbox"/> Hybrid telework <input type="checkbox"/> Regular telework
Address where telework will be performed: (Physical address and village)	
Telework arrangement effective dates:	Start date:
	End date, if applicable: <input type="checkbox"/> Indefinite (reviewed at least annually)

## Work schedule and location

### Hybrid or Regular Telework (circle one)

Day of Week	Work Hours	Work Location
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

## Telework expectations

The general expectation for a telework arrangement is that the employee will effectively accomplish all of their regular job duties, regardless of work location.

I agree:

- To be available and responsive during scheduled work hours.
- My duties, obligations, and responsibilities as a teleworking employee are the same as onsite workers, including my obligation to respond to my voicemail, e-mail and other messages in a timely manner.
- While teleworking, that I will work at the above-listed locations during my telework schedule, unless I have received prior approval to temporarily work elsewhere.
- That any time off or overtime must be prearranged according to department guidelines and consistent with the rules applicable to my employment.

Specific expectations for this telework arrangement should be summarized in the table below. You may attach a separate sheet if necessary.

Expectations	Supervisor's comments and expectations	Employee's comments and expectations
Communication with clients/students/stakeholders, team, and supervisor.		
Events or activities which require in-person attendance.		

## Telework arrangement modification

Either the employee or their department may end an employee requested telework arrangement by providing no less than a 30-calendar days written notice, unless it is for alleged misconduct or an emergency, in which case it may be terminated immediately. This provision does not apply to telework arrangements made through the disability accommodation process. All employee-proposed changes are subject to departmental approval.

Telework agreements must be renewed at least annually. Temporary modifications to this agreement should be discussed between the employee and supervisor. Long-term or substantive modifications should be documented by revising this agreement.

## Telework review

Specify a date to meet and discuss the effectiveness of the telework arrangement, or enter N/A.

Telework plan review date:	
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### Equipment and technology access

The employee and employer agree to work together to ensure that the alternate worksite is safe, productive, and ergonomically suitable. The supervisor and NMC’s IT department shall work together to determine whether there is a need to issue new or additional equipment necessary to perform the job. Telework arrangements do not typically result in the duplication of office equipment.

Specify any equipment or technology the employee will need to telework and whether it will be employee or employer provided. In the event of equipment failure or service interruption, the employee must notify employer immediately to discuss alternate assignments or other options. **Enter N/A if the item is not issued for telework use.**

Items provided by the College, including items purchased by the employee and reimbursed, remain the property of the College and may only be used for college work. College property must meet the expectations for information security, be properly secured, and returned to the College at the end of the teleworking arrangement.

### Equipment by work location

Equipment	College Location (Saipan, Tinian or Rota)	Provided by	Notes
Laptop			
Docking station			
Computer			
Mouse			
Keyboard			
Monitor(s)			
Desk			
Desk chair			
Web cam			
Phone			
Headset/microphone			
Power strip/extension cord			
Printer			
Office supplies			
Ergonomic modifications (e.g., keyboard tray, glare filter, foot stool, etc.)			

### Additional details

### Policies and procedure acknowledgement

Policy/Procedure	Employee initials
I have read and understand NMC’s Telework Procedure. <a href="#">Click here to view the telework procedure.</a>	
I understand that I am required to comply with all timekeeping and overtime regulations defined by CNMI or federal law (e.g., the Fair Labor Standards Act), or College policy.	
I understand that the work I do while teleworking remains subject to all College policies and procedures, including any CNMI laws.	

I understand that work-related injuries at my telework location during agreed-upon working hours may be covered by Workers' Compensation. I am required to report any work-related illness or injury to my supervisor immediately as an internal record of the incident within 24 hours of the event or claim.	
I agree to maintain the confidentiality of all College information and documents and prevent unauthorized access to any College system or information.	
I understand that my Supervisor will provide me, the employee, a copy of this Agreement at least 30-calendar days prior to transitioning to Telework.	
I understand that I may request to make changes to this Agreement with my Supervisor and that those changes must be in writing.	
I understand this telework agreement is not a contract of employment, does not provide any contractual rights to continued employment, and may be terminated by the department at any time with a 30-calendar days notice, unless it is for alleged misconduct or an emergency, in which case, it may be terminated immediately. It does not alter or supersede the terms of the existing employment relationship.	

**I acknowledge that I am expected to work remotely during the agreed schedule mentioned in this agreement. In case I am unable to perform my job duties, I will request for appropriate leave. I understand that all the terms and conditions of my employment contract remain unchanged except for those mentioned explicitly in this Agreement. I also understand that Northern Marianas College reserves the right to modify this agreement. If I separate from Northern Marianas College while teleworking, I must return all NMC-issued equipment and documents within five (5) calendar days of my notice of separation.**

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I agree to ensure that the employee named herein is provided with the resources, training, equipment and supplies necessary for effective telework.**

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Received by the NMC Human Resources Office:**

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