



## CCS Telework Plan and Agreement Form

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. This form can be adapted to position requirements as necessary.

This telework agreement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship.

### Employee Telework Information

Employee Name:	
Contact Phone Number:	
Alternate Contact Phone Number:	
Job Title:	
Site/Department:	
Supervisor:	
Location where telework will be performed:	
Telework arrangement effective dates:	—

### Job Duties

The general expectation for a telework arrangement is that the employee will effectively accomplish their regular job duties, regardless of work location. If there are telework-specific job duties and/or expectations, specify them in the box below, or enter N/A.

- The employee is expected to work their regular work hours.
- The employee is required to complete the Google Sign-In daily.
- The employee has read and will abide by the regulations in CCS Board Policy 2125/7315 Confidential Information and Policy 3225/4312/7320 Technology Responsible Use. All confidential information must remain in the school building.
- The certified employee is required to complete the MTSS modules found in NCEES and submit the certificates to their supervisor at the end of the telework period.
- Certified employees (Grades 3-12) will actively engage with students using Google Classroom daily.
- All teachers are required to submit lesson plans to their administrator weekly.
- The employee agrees to answer all voicemails and emails during normal business hours.
- When necessary, we may inform you via email or telephone of a meeting or PLC that will require your presence virtually. We will do our best to give you at least 24 hours notice but shorter notice is possible and acknowledged.

## 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 and ergonomically suitable. Specify any equipment or technology access 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 CCS Technology Department immediately to discuss alternate assignments or other options. It is the sole responsibility of the employee to reimburse CCS for all damage and lost equipment.

Equipment	School/Department	Serial Number	Asset Tag Number

## Additional details:

- Be aware of your appearance, surroundings and background for video and virtual meetings (need to remain professional)
- This agreement does not restrict you from reporting to your normal duty station for work.
- You will need to be available by phone (the number you provide) and/or email during your telework hours.
- A full day of telework hours is 8AM-4PM with lunch between 12-1PM.

## Policies and Procedure Acknowledgement

Employee Initials

I have read and understand CCS Board Policies listed in the this agreement	
I have read and will abide by the terms of this agreement	

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

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_