



Northern Marianas College 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 department requirements as necessary, but it must contain the pertinent information necessary to carry out the intents of telework accountability.

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:	
Job Title:	
Department:	
Supervisor:	
Telework request initiated by:	<input type="checkbox"/> Employee <input type="checkbox"/> Employer
Location where telework will be performed:	
Telework arrangement effective dates:	March 31 - April 30, 2020, unless sooner specified or modified by the institution by written notice by the Human Resources Office or the Office of the NMC President.

Job Duties & Expectations

The general expectation for a telework arrangement is that the employee will effectively accomplish their regular job duties, regardless of work location unless otherwise indicated below. However, since many tasks and responsibilities may have to be adjusted or modified because of the nature of teleworking, **INDICATE IN THE BOX BELOW** what those adjustments will be:

Example: Attendance at weekly department meetings via Zoom is expected.

Work Schedule

<i>Day of Week</i>	<i>Work Hours</i>
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Telework Arrangement Modification

The department supervisor or HRO may modify any part of this arrangement at any time. All employee-proposed changes are subject to departmental approval.

Telework agreements should be revisited at least weekly especially as the situation regarding COVID19 continues to evolve. This weekly discussion needs to occur on an agreed-upon date and time between supervisor and employee. Any modifications to this agreement should be discussed between the employee and supervisor and a revised agreement submitted to HRO.

Equipment and Technology Access

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 their supervisor immediately to discuss alternate assignments or other options.

All of these items listed below remain the property of the NMC and must be returned to NMC upon request. The computer, MiFi, software, and any other equipment or supplies provided by NMC are for NMC business purposes only. Non-employees must not access the NMC equipment.

The employee may use their [his or her] personal equipment for teleworking purposes. In such cases, the employee will be responsible for the maintenance of their owned equipment.

Equipment type	Provided by

Security Tips:

- 1. If remote access to NMC computer networks is authorized, computer and network use should be restricted to work related matters.
- 2. Harden your broadband router and wireless network, e.g. change default password, hidden, SSID, use wireless encryption.
- 3. Don't leave your computer unattended.
- 4. Keep your system and security software up-to-date. Please contact NMC's IT Department for assistance. Email helpdesk@marianas.edu.
- 5. Be vigilant, always ask if you are not sure.

Additional details

Procedure Acknowledgement	Employee Initials
I have read and understand NMC's procedure related to telework.	
I understand the expectations of my work done remotely under the telework procedure.	
I understand that any personal equipment I use while I telework is at my own discretion and I will not hold NMC liable for any damages.	
I understand I am liable for any damages or loss to any NMC equipment in my possession while I telework.	

Employee signature Date

Supervisor signature Date

Received by HRO:

HRO Representative signature Date