**REMOTE WORK AGREEMENT**

This Agreement between, hereinafter referred to as Employee and Dakota College at Bottineau, hereinafter referred to as College, is to formalize a process whereby the Employee will be conducting State business at *(specify remote working location)*

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This Agreement is for the period of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, which may be extended, and is of mutual benefit to College, and Employee. This arrangement may be terminated at any time at the will of the Employee or College with written notification.

Both parties within this Agreement voluntarily agree to the Remote Work Policy FS.603.1 with the following terms and conditions:

* The Employee work schedule will be set and mutually agreed upon as follows:

*(specify work hours/days)*

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* The Employee will be allowed to use the following state-owned equipment:

*(specify equipment)*

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Employee agrees to protect any State-owned equipment and to use the equipment only for official purposes. Use by family members and others is prohibited.

Employee will complete assigned work as agreed upon.

Employee will provide detailed documentation of work performed remotely.

Employee’s job performance must remain satisfactory to continue working remotely.

Employee agrees to work remotely under the conditions as stated in the Remote Work policy from the location and date specified within this Agreement. Failure to comply with the provisions may result in termination of the agreement and/or other appropriate disciplinary action.

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| Employee Signature |  | Date |  | Supervisor Signature |  | Date |
|  |  |  |  |  |  |  |
| Campus Dean Signature |  | Date |  |  |  |  |