



# Remote and Hybrid Work Pilot Agreement

The Remote and Hybrid Work Pilot Agreement is an important tool to define the details of a proposed remote or hybrid work arrangement, including specifics about how, where, and when work will be performed. Requests are only considered approved when this agreement signed by both the staff member and supervisor. Remote work requires a high degree of mutual trust and communication between the staff member and the supervisor. This Agreement may be amended or terminated with reasonable notice by the staff member or supervisor consistent with the terms outlined in this agreement. This agreement does not alter the at-will nature of employment, or, if applicable, relinquish or modify Management Rights pursuant to a Collective Bargaining Agreement.

Staff and their supervisors are encouraged to discuss their needs and to work together to develop the best possible arrangements that consider the guiding division philosophy; department/operational needs; and the preferences of the staff member.

Following a discussion between the supervisor and staff member, completion of this Agreement formalizes the expectations and details of the remote or hybrid work arrangement.

<b>Staff Member Name:</b>	<b>Employee ID #:</b>
<b>Job Title:</b>	<input type="checkbox"/> <b>Exempt</b>
<b>Department:</b>	<input type="checkbox"/> <b>Non-Exempt</b>

## Remote Work Arrangement Details

### Remote Work Arrangement

<input type="checkbox"/> <b>Hybrid</b> – Employees can perform their tasks from the office, while occasionally doing some of their work from outside the office at RISD approved locations.
<input type="checkbox"/> <b>Remote</b> – Employees perform their work off campus. An employee may work from home or another designated remote work location.

**Remote Work Location:**

Home       Other (Describe): \_\_\_\_\_

All remote work arrangements must be within Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Pennsylvania and Vermont. Pilot work arrangements can be in place until February 28, 2022.

The supervisor may require the staff member to report to work on campus for meetings or tasks to support the department’s operational needs. The staff member may be required to report to work on campus if productivity is interrupted at the remote work location due to unforeseen circumstances. In addition, remote or hybrid staff may be required to come into the office to support critical coverage needs that may arise.

**Pilot Period Work Schedule**

Staff members are expected to be working and available during certain core hours. Note: RISD’s core hours of operation are Monday-Friday, 8:30am-4:30pm. The schedule detailed below must support departmental and operational needs. Additional work time outside of core hours may be flexible. Non-exempt staff must adhere to timekeeping and overtime policies. Use the grid or open text box below to document the agreed upon arrangement.

**Flexible Work Schedule**

Work Week			
Day	Onsite Schedule	Remote Schedule	Notes
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Add details, as needed, to further describe the flexible work arrangement.

## Reporting Obligations

Nonexempt employees need to record and report hours consistent with [current pay](#) and [leave policies](#) (found under Human Resources). Staff must also get overtime work approved in advance by the supervisor. In addition, if a staff member incurs a work-related injury while working outside of the traditional worksite, they must immediately notify their Supervisor and comply with necessary documentation and [policy requirements](#). In the event of a conflict between these policies and collective bargaining agreements, the applicable collective bargaining agreement shall prevail.

## Work Responsibilities and Commitments

Remote work arrangements must be consistent with operational, departmental, and service needs, and must support the expectations for the role. Staff member work status, job duties and job description will remain consistent with RISD's on-site employees in the same classification. Staff members remain obligated to comply with all RISD's rules, policies, practices and procedures, except as may be modified in this Agreement. Work hours, compensation, benefits, use of sick leave, and approval for use of vacation and sick leave will conform to RISD's policies and procedures.

Staff member must be available during assigned work hours for communication by phone, email, text, etc. Staff member will also maintain a safe and secure work environment and to designate a remote workspace to accommodate any equipment to be used. Continuation of a remote or hybrid work arrangement is also contingent on the staff member successfully performing their responsibilities in a remote or hybrid environment.

This agreement is not a substitute for family care arrangements, and a participating staff member will not be the primary care provider for any dependent during work hours. During the hours of work, family care obligations will not interfere with work obligations and any safety obligations that are contained in this Agreement.

## Equipment Requirements

Staff member is responsible for establishing and furnishing a RISD-approved home work area, and RISD does not assume the financial or legal responsibility for these costs incurred as a result of a remote work arrangement. RISD will provide each staff member with the basic equipment needed to support a remote or hybrid work arrangement as follows:

- Participating staff will have RISD owned laptops managed through the RISD computer replacement program
- Staff are expected to have access to Wi-Fi or a personal hotspot that is reliable and of adequate bandwidth to connect to the RISD network and participate in virtual meetings
- RISD will provide phone access via Zoom to be used on a personal handheld device or through their RISD laptop

- RISD will not normally fund home print devices, paper or ink/toner. Staff will be able to print documents on campus
- In certain cases peripheral equipment may be required such as microphones/headsets, monitors, keyboards, etc. ITS should be contacted before peripheral equipment is acquired. If a purchase is deemed necessary, departments can fund on a case by case basis upon approval of their divisional Vice President

Supervisors must pre-approve all additional equipment and costs. Staff member is responsible for all costs associated with establishing and maintaining the work area including the purchase of a desk and chair and any additional equipment beyond what RISD may at its option provide, all of which must be compliant with established office safety guidelines.

RISD records and materials will be returned within seven days of termination of this agreement. All RISD equipment will be returned for inspection, repair, replacement or repossession within seven days of termination of this agreement. All equipment, records and materials provided by the department or RISD remains the property of the College and must be used for legitimate RISD purposes.

## **Technology and Security Requirements**

Staff member agrees to implement all generally accepted [computing security measures](#), including ensuring that RISD-provided anti-virus and anti-spyware subscriptions are kept current, and promptly notifying ITS or supervisor of any warning messages stating that they are not current. Any wireless connection must be encrypted using a wireless encryption protocol (WEP or WPA), or the RISD VPN. Staff member will notify ITS or the supervisor immediately if symptoms of a virus or spyware infection occur. Personal computers may not be used for RISD related work or business.

Staff members also agree to maintain the confidentiality of materials they access as part of their employment, and to abide by RISD's policies for employees, including those covering information, security, software, software licensing and data privacy as well as the requirements of applicable state and federal government statutes.

Access to RISD applications and data that are not publicly accessible via the Internet will be accessed solely with the RISD-provided computer, and access from personal computers or other non-RISD-provided computers is prohibited.

Staff will also download the minimum amount of authorized RISD data or information onto only RISD-provided computers in order to perform assigned tasks. Participating staff agree that RISD data will not be stored on the local disk drive of my computer without an exact, up-to-date copy of the data on the RISD network or RISD-approved cloud service account. RISD work and data should be stored on a RISD network server and accessed through the RISD VPN, or stored on RISD-approved cloud services including Google Drive, Dropbox or Workday Drive and ensuring sensitive data is encrypted in transit and at rest. Staff will promptly notify ITS and their supervisor if a computer containing sensitive RISD information is stolen or lost. Staff members agree to adhere to all [ITS policies](#).

# Communication Protocols

Communication is key to a successful remote work arrangement. Please list the agreed upon communication modalities or tools that will support this arrangement and any additional communication expectations or requirements. The staff member and supervisor will communicate using the following modalities (ex. Phone, Zoom, email, Slack, etc.) with the following expectations as appropriate (ex: answer the telephone during core hours, return call or respond to emails within \_\_\_\_\_ hours on scheduled days, etc.):

Communication Modality/Tool	Additional Communication Expectations (if applicable)

## Additional Terms

This agreement is voluntary and may be revoked or modified by RISD or the staff member at any time for any reason. This agreement does not create an entitlement to continued remote work. If the agreement is terminated, the supervisor will determine a reasonable time for transition back to the worksite.

It is anticipated that the staff member and supervisor will have ongoing dialogue on how the pilot arrangement is working, and at a minimum the supervisor and employee will meet to review the remote or hybrid work arrangement at the three month point from the signing of this agreement.

## Recordkeeping

This original Agreement shall be [recorded in Workday](#), and a copy shall be maintained by the staff member and supervisor.

## Signatures

I have read and understand the terms of this agreement and agree to abide by their terms and conditions. I understand that this Agreement is being piloted and may be amended or terminated as appropriate as noted above.

\_\_\_\_\_  
Staff Member's Name

\_\_\_\_\_  
Staff Member's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date