

Saturday		
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Remote Work Arrangement Modification

Unless a collective bargaining agreement states otherwise, the department may end an employee requested remote work arrangement by providing no less than 5 business days' written notice. This provision does not apply to remote work arrangements made through the disability accommodation process. All employee-proposed changes are subject to departmental approval.

Remote work agreements should be renewed and updated as changes are made to this agreement. Ad-hoc modifications to this agreement should be discussed between the employee and supervisor. Long-term or substantive modifications should be documented by revising this agreement.

Remote Work Review

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

Remote work plan review date:	
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Equipment, Furniture and Technology Access

Specify any equipment, furniture, and/or technology access the employee needs to work remotely and whether it is being provided by the employee or employer provided. In the event of equipment failure, damage, or service interruption, the employee must notify employer immediately to discuss alternate assignments or other options.

Equipment/Property (tag #)*	Provided by	Responsible for loss or damage

**If no tag # is available, simply identify the equipment/furniture without a tag #.*

Miscellaneous

Note: Use this section to capture any details or information not covered in other sections of this Agreement.

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Additional details

Policies and Procedure Acknowledgement	Employee Initials
I have read and understand CNM's Policies and Processes related to remote work	
I have read and understand any departmental remote work policies	
I understand I am financially responsible for College equipment and/or property issued to me which includes any damage and/or property not returned to the College.	
I have read and understand IS-1002 Information Technology Use Administrative Directive	

Employee signature:

Date:

Supervisor signature:

Date:

Regular Work Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	x	x	x	x	x
9:00	x	x	x	x	x
10:00	x	x	x	x	x
11:00	x	x	x	x	x
12:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00	x	x	x	x	x
2:00	x	x	x	x	x
3:00	x	x	x	x	x
4:00	x	x	x	x	x
5:00					
Total Hours	8	8	8	8	8

Flexible Evening Work Schedule					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
9:00					
10:00					
11:00	x	x	x	x	x
12:00					
1:00	x	x	x	x	x
2:00	x	x	x	x	x
3:00	Lunch	Lunch	Lunch	Lunch	Lunch
4:00	x	x	x	x	x
5:00	x	x	x	x	x
6:00					
7:00	x	x	x	x	x
8:00	x	x	x	x	x
9:00	x	x	x	x	x
10:00					
11:00					
Total Hours	8	8	8	8	8

Flexible Evening & Weekend Work Schedule							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00							
9:00							
10:00	x	x	x	x		x	x
11:00	x	x	x	x		x	x
12:00	x	x	Lunch	Lunch		x	x
1:00	Lunch	Lunch	x	x		Lunch	Lunch
2:00	x	x	x	x		x	x
3:00						x	x
4:00	x	x	x	x		x	x
5:00	x	x	x	x			
6:00							
7:00							
8:00	x	x	x	x			
9:00							
10:00							
11:00							
Total Hours	7	7	7	7		6	6