



WNCC Administrative Procedure

Title: Remote Work Agreements for Staff

Division: Human Resources

Category: Personnel

Reference: Fair Labor Standards Act
BP-418 (Employee Work Week)
BP-429 (Workers' Compensation)
BP-808 (Information Security)
BP-809 (Acceptable Use)
AP-426.01 (Disciplinary Procedure)

Number: AP-440.01

Date of Approval: September 21, 2026

Approval: Greg Dart, President

Definitions

Alternate work location – Approved work location in which an employee is authorized to work remotely other than the employees' primary work location.

Primary work location– The worksite to which an employee is permanently assigned at WNCC.

Reasonable accommodation – Any change in the work environment or in the way things are customarily done that enables an individual with a disability to apply for a job, perform a job, or gain equal access to the benefits and privileges of a job as long as the accommodation does not cause undue hardship to the agency.

Remote work – A work arrangement in which WNCC may direct or permit employees to perform their position responsibilities at an alternate work location. In this procedure, the term is used interchangeably with telework which denotes work at an alternate work location but requires occasional in-person presence at their primary worksite.

Remote Work Agreement – The written agreement between WNCC and the employee that details the terms and conditions of employees’ work away from their primary work location.

Remote Worker – An employee who has entered into a remote work agreement with WNCC and works at an alternate work location.

Shared Workspace – A workspace at WNCC where employees engaged in remote work can share office space with other employees or reserve workspace as needed.

Procedure

The provisions of this procedure apply to formal remote work arrangements authorized by the College.

I. Eligibility

- A. A staff employee (hereafter employee) requesting or being considered for a formal remote work arrangement must have been employed with WNCC for one (1) year of continuous, regular employment and must have a satisfactory performance record. Exceptions may be approved by the President for positions designated as remote work positions or for other compelling reasons.
- B. Before entering into any remote work agreement, the employee, their immediate supervisor, divisional vice president, and Human Resources will evaluate the suitability of the position and the employee for a remote work arrangement. Remote work arrangements are evaluated on a case-by-case basis, dependent upon the essential functions of the position, the employee’s prior performance, the need for an on-site presence, and the operational and programmatic needs of the College. The following areas will be considered:
 - 1. The essential job duties of the position and whether they can be performed effectively off-site.
 - 2. The need for face-to-face interaction with students, employees, vendors, or the public.
 - 3. The need for access to on-site equipment, systems, records, or technology that cannot reasonably be replicated off-site.
 - 4. The impact of remote work on departmental operations, staffing, productivity, service delivery, and workload distribution.
 - 5. The employee’s demonstrated ability to work independently, manage time, meet deadlines, maintain responsiveness, and solve problems.

6. The supervisor's ability to effectively manage and evaluate the employee in a remote setting.
7. Any security, confidentiality, compliance, or regulatory concerns associated with the position.

Final approval will be determined by the President.

- C. Approval of a remote work agreement is a discretionary management decision and may be granted or denied based on the needs of the College, the essential functions of the position, and operational considerations. Denial of a request for remote work is not subject to appeal or grievance.
- D. If an employee changes positions, is promoted, demoted, or reassigned, any existing remote work agreement does not transfer automatically to the new position. The remote work arrangement must be reevaluated and is subject to approval on a case-by-case basis.
- E. An employee working remotely is responsible for any personal tax and insurance implications of a remote work arrangement and for conforming to any local zoning regulations.

II. Remote Work Agreement

- A. If the immediate supervisor, divisional vice president, and the Associate Vice President for Human Resources determine that a remote work agreement is in the best interest of the College, a remote work agreement may be prepared and signed by the appropriate parties. Final approval rests with the President or designee.
- B. The focus of the remote work agreement will be on results. Prior to the commencement of the remote work arrangement, the immediate supervisor must communicate to the employee what assignments or tasks will be performed at the remote work site and what assessment techniques will be utilized to measure success in meeting performance standards. The agreement must include:
 1. Days and hours the employee is expected to be working at the primary work location.
 2. Days and hours the employee is expected to be working and reachable at the alternate work location.
 3. Methods of contact (phone, voicemail, email, fax, text messaging, virtual meetings, etc.)

4. Times and frequency of contact by employee and by immediate supervisor
 5. Arrangements for expenses
 6. A statement that the employee agrees to maintain a safe work environment and that the employee agrees to hold the College harmless for injury to others at the alternate work location.
 7. A statement that the employee agrees to provide a secure location for College-owned equipment and materials and will not use, or allow others to use, such equipment for purposes other than the College's business; and that the College is entitled to reasonable access to its equipment and materials.
 8. A statement that the employee agrees to follow College approved security procedures to ensure confidentiality and security of data.
 9. A statement that the College may require the employee to report to campus or another College location when business necessity, operational need, student, or public service, training, or supervisory requirements make in-person attendance appropriate.
 10. A statement that the College may reassign, repurpose or use office space left unoccupied as a result of remote work on a temporary or permanent basis for shared, flexible, or other institutional need.
- C. The agreement will be signed and dated by the employee, immediate supervisor, the division vice president, and the President. A copy will be given to the employee, with the original maintained in the employee's personnel file.
- D. A remote work agreement may be modified or discontinued in response to a supervisor's or employee's request, changes in position or eligibility, performance concerns, operational or programmatic needs, or other College business reasons. Remote work agreements will be reviewed annually during the employee's annual performance or goal-setting review.
- E. Any change to the remote work agreement requested by the employee or the supervisor must be reviewed and approved by the divisional vice president or their designee. When changes are approved, a new remote work agreement will take the place of the original document.
- F. The College has the right to instruct the employee to resume work at the primary work location at any time.

- G. A remote work agreement is not an employment contract and may be cancelled by the College with 30 days' notice so employees can adequately address commuting, dependent care, or other issues. Supervisors will ensure that there is appropriate documentation on the specific reason(s) for the remote work agreement's cancellation. Cancellations are not subject to appeal or grievance.

III. General Expectations and Conditions

A. Compliance

Employees working remotely must comply with all federal, state, and local laws as well as College policies and procedures and agree and understand that the violation of such may result in the termination of the remote work arrangement and/or corrective or disciplinary action, up to and including termination.

B. Hours and Location of Work

1. Remote work hours must be specified in the remote work agreement. Employees must be available and responsive to current or potential students, co-workers, supervisors, departmental/divisional leadership, and others during the approved work hours subject to customary break periods. Remote employees are expected to maintain the same level of productivity, professionalism, and responsiveness as employees working at the primary College location.
2. Employees working remotely who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using the College's time entry system. Any changes (e.g., flextime, overtime, vacation, or sick leave use) to the approved work schedule must be pre-approved by the supervisor. Failure to comply with this requirement may result in modification or termination of the remote work agreement or disciplinary action up to and including termination of employment.
3. Employees with an approved remote work agreement are expected to work when they are able to do so on those days with a delay, early release, or closure due to weather or if the College is closed due to a natural, health, or human-caused emergency. If an employee is typically able to work remotely but unable to do so due to closure-related limitations, such as dependent care, the employee is expected to take annual leave. Non-exempt employees who have permanent remote work agreements are not eligible for overtime pay when performing work during College-closed days for inclement weather.

4. If a power outage or loss of internet occurs at the employee's alternate work location and extends past two hours, the employee may be required to return to their primary work location or be expected to take annual leave. Employees must work with their supervisor for direction on how to proceed.
5. In-person business meetings or any other College business, including meetings, supervision, trainings, and interactions involving students, co-workers, contractors, volunteers, or other individuals, may be required to occur at a College location, not the employee's alternate work location. The supervisor will determine whether participation may occur in-person or virtually based on business needs.
6. Travel between the alternate work location and the primary work location is not compensable work time and is not eligible for mileage reimbursement unless otherwise authorized by College policy.

C. Setting Up Alternative Workspace

1. Remote workers are expected to secure and maintain an efficient and safe workspace that provides adequate connectivity to systems and resources to complete duties and communicate effectively.
2. Remote workspace should be free from unnecessary or excessive distractions that could affect productivity, attendance, and participation in virtual meetings or limit the ability to return to campus for work when requested. Employees working remotely should make necessary arrangements to ensure the alternative workspace is conducive to work productivity.
3. Employees working remotely are responsible for obtaining and maintaining home internet for the purposes of remote work. Internet service must be of sufficient speed to support all work-related applications, systems, and devices. Failure to maintain adequate connectivity may result in the modification or cancellations of the remote work agreement.
4. Remote work is not a substitute for regular dependent care. Some family needs can be accommodated during remote work, but it is not a substitute for ongoing, regular dependent (child or adult) care. The focus of employees working remotely must remain on job performance and meeting work demands, and employees should not actively provide care for dependents during scheduled work hours. Employees are encouraged to discuss expectations of remote work with family members and provide for appropriate dependent care.

5. WNCC assumes no responsibility for operating costs associated with an employee's personal use of personal residence or alternate work location. This includes, but is not limited to, home improvement or modifications, furniture, internet access, insurance, utilities, telephone lines, cell phone contracts, or personal insurance for the alternate work location, furniture, supplies, or equipment, unless specifically authorized in writing.

D. Safety in the Alternative Workspace

Employees must maintain the alternative work location in a safe manner, free from safety hazards. The College will provide the remote worker with a safety checklist that must be completed at least twice per year. The safety checklist will be kept on file with Human Resources. Injuries sustained by the employee in a home office and arising out of and in the course of their regular work duties are normally covered by the College's workers' compensation policies. Employees working remotely must report any injury as soon as is practicable.

E. Equipment and Materials

1. WNCC will provide the appropriate equipment and materials employees working remotely need to effectively perform their duties as agreed upon by the employee and the College. The College reserves the right to make determinations as to appropriate equipment for the alternate remote work environment, subject to change at any time. Information Technology, Human Resources, and the employee's immediate supervisor will serve as resources in identifying the appropriate equipment needed.
2. If equipment is needed as part of an ADA-related accommodation, the College will address that need through the applicable accommodation process and include the approved equipment in the remote work agreement, as appropriate.
3. College-issued equipment is subject to the same business use restrictions as if the property were located at the primary work location. All software used for remote work must be approved by the College, and no employee-owned software can be installed on the College-owned devices.
4. Employees must use reasonable care to protect assigned equipment from theft, or unauthorized use. Employees may be held liable for damage caused by negligence, consistent with applicable law and College policy.

5. College-issued equipment will be maintained, serviced, and repaired by the College. Supervisors will coordinate with the employees and appropriate offices regarding installation and transportation of equipment.
6. Equipment supplied by the employee, if approved by the College, will be maintained by the employee. The College accepts no responsibility for damage or repairs to employee-owned equipment.
7. The College may provide office supplies as needed and may reimburse reasonable business-related expenses when authorized by the supervisor and consistent with college policy.
8. The employee working remotely must return all College-owned equipment, software, supplies, documents, and other information and property to a designated location upon request or at the end of the remote work agreement. Employees may be liable for damaged property.

F. Information Security and Data Protection

1. Employees working remotely must safeguard College information used or accessed from the alternative work location in accordance with WNCC policies and procedures.
2. Files should not be saved locally or on non-College equipment.
3. All computer and communications devices connected to the College network are subject to monitoring and review, whether or not they are owned and managed by WNCC.
4. The remote worker must immediately report if any unauthorized access, loss of data, or suspected security incident involving College systems or information occurs.

IV. Remote Work as an Accommodation

Remote work may be considered as a reasonable accommodation under the Americans with Disabilities Act. Requests for accommodation will be reviewed through the College's standard accommodation process and will be evaluated on an individualized basis. Remote work will not be approved as an accommodation if it would prevent the employee from performing the essential functions of the position or would create an undue hardship for the College. Nothing in this procedure limits the College's obligation to engage in the

interactive process or to consider other reasonable accommodations that may enable the employee to perform the essential functions of the job.

V. Ad Hoc Arrangements

All ad hoc remote work arrangements will be submitted to direct supervisors for consideration.

- A. Temporary remote work arrangements may be approved for circumstances such as inclement weather, emergency situations, special projects, or business travel. These arrangements are approved on an as-needed basis only and do not create any expectation of ongoing or future remote work.
- B. Other informal, short-term remote work arrangements may be approved for employees on personal or family-related medical leave to the extent practical for the employee and the College and in consultation with the employee's health care provider, as appropriate.
- C. All informal remote work arrangements are made on a case-by-case basis, considering the nature of the work, the employee's ability to perform the duties remotely the needs of the College and any operational, security, or supervisory concerns.

Revising this Procedure

This Administrative Procedure supersedes any prior WNCC procedure, guideline, or handbook on this subject matter.

WNCC reserves the right to revise this procedure, as necessary, and for the changes to become effective immediately.

Appendix A – Evaluation of a Remote Work Agreement

Appendix B – Remote Work Agreement

Original Adoption Date: September 21, 2026

Revision Date:

Sponsoring Division: Human Resources



Evaluation of A Remote Work Arrangement for Current Staff Employees

Date Completed	
Employee Name	
Position Title	
Department/Division	
Supervisor Name	

Western Nebraska Community College considers remote work to be a viable, flexible work option when both the responsibilities of a position and the skills and abilities of the employee are suited to such an arrangement.

At WNCC, some roles and functions will always require a physical presence and standard work hours, but others can use remote work principles and practices to meet the academic and business objectives of their unit and the College efficiently and effectively. However, no two units, positions, or individuals are the same, and each position, employee and impact on the unit must be assessed individually and on its own merit for viability for remote work.

The eligibility of a position to work remotely will be based on specific, work-related criteria established by the College, with the primary consideration being does a remote work arrangement serve the best interests of WNCC and those it serves. Remote work is neither an employee right nor an employee benefit, and the decision to allow an employee to work remotely is solely at the discretion of the administration of the College. The decision is neither appealable nor grievable.

PROPOSAL

Please provide a short description of what is being proposed and why a remote work agreement serves the interests of WNCC.

EVALUATION

When a position is to be considered for the possibility of a remote work arrangement, an assessment of the feasibility of the proposal is necessary on a number of different levels. The questions below lead the supervisor and others through this examination. The decision to allow a remote work arrangement is at the discretion of the College administration, but an inability to answer “yes” to most of the questions should be evidence that the arrangement is not in the best interests of the institution.

If the position is approved for a remote work arrangement, the process is complete only when a written agreement is signed by the employee and the institution to ensure the supervisor and employee have a clear, shared understanding of the remote work arrangement.

Section I: Position Eligibility

A position can be considered suitable for remote work if some or most of its responsibilities can be performed away from the regular work location. Jobs that entail working independently and that can be done effectively outside of the regular work environment are often suitable for remote work – the change in work location should not impact productivity, customer service, operational efficiency, or team collaboration. Jobs that require a physical presence or significant interaction with students, co-workers, or other stakeholders are normally not suitable for remote work.

Careful consideration must be given to the eligibility of a position where the answer is yes to question 1a or 2-6.

	Yes	No	N/A	Comments
1a. Does the position require extensive face-to-face contact with students, supervisors, other employees, or the public?				
1b. If a position does require extensive face-to-face contact, can those interactions be scheduled and conducted effectively via a communication platform supported by the College?				
2. Will service to students or other stakeholders be negatively impacted if the position is located remotely?				
3. Does the position require ongoing access to equipment, materials, and/or files that can only be accessed at the college or other college location?				
4. Does the position require access to highly sensitive or confidential information that should not be accessed from a remote work location?				
5. Will meeting position requirements or maintaining security mean significant cost to WNCC?				
6. Does the position require extensive face-to-face time in meetings or on collaborative efforts within the department or with other units/departments/divisions in order to fulfill the day-to-day responsibilities of the position?				

Appendix A

Section II: Employee Eligibility

Eligibility for remote work arrangements will be considered on a case-by-case basis. An employee's skill set and ability to work in self-directed manner must be compatible with the unique demands of a remote work arrangement.

	Yes	No	N/A	Comments
1. Has the employee been employed with WNCC for one (1) year of continuous, regular employment?				
2. Does the employee have a satisfactory performance record?				
If the response to question 1 or 2 above is no, consideration for a remote work arrangement will end.				
3. Does the employee have the necessary computer skills to complete their required job functions outside of the office?				
4. Is the employee prepared to meet the level of availability and responsiveness required to continue to meet the needs of the position and the department?				
5. Does the employee possess the initiative, time management, and organizational skills to work effectively remotely?				
6. Is the employee focused and productive when working?				
7. Is the employee able to meet deadlines?				
8. Does the employee problem solve, resolve, or escalate issues appropriately?				
9. Does the employee communicate well with their supervisor and keep them informed?				
10. Does the employee understand their role and the expectations of the position and require little day-to-day supervision?				

Section IV: Team Effectiveness

The impact of a remote work arrangement must take into consideration the team with which the position works. Effective teams foster open dialogue and collaboration among others for a sense of belonging and strong team morale. Remote work arrangements should reasonably honor the needs of all members of the team while also supporting efficiencies to ensure work is completed effectively.

	Yes	No	N/A	Comments
1. Do team members frequently work on detailed and complex projects that require collaboration and partnership?				
2. Does the employee communicate well with their fellow team members and keep them informed?				
3. Will the remote work agreement negatively affect the team or increase the workload for other employees?				
4. Does an employee's work location impact teamwork processes, efficiency, or productivity?				

Appendix A

5. Can the team sustain engagement in a remote work environment?				
6. Does the team possess the resiliency to maintain trust and a strong team morale in the face of challenges?				

Section V: Institutional Considerations

It must be acknowledged that while supportive of remote work arrangements, the institution must consider the impact of the arrangement on resources and risk management and fiscal matters. The remote work arrangement must always have the best interests of the institution as its primary consideration.

	Yes	No	N/A	Comments
1. Is the alternative workplace located in Nebraska?				
If the response to question 1 is no the Accounting Services Director must be made aware of the possible approval of a remote work agreement so there is clear understanding of the tax implications.				
2. Will the remote employee be located in a place with a significantly different cost of living? WNCC will operate within its current compensation and benefits structure regardless of remote work location.				
3. Is an appropriate, safe alternative workplace available to the employee?				
4. Does the department have the budget necessary to support the employee in the remote work environment, including equipment needs?				
5. Does having the position work remotely require the duplication of equipment or technology that would be impractical, due to cost or size, to provide?				
6. Are professional development opportunities available to the employee to help them succeed in their role or in their new remote work environment?				

Section VI: Supervisory Self-Assessment

A supervisor should consider the compatibility of their own management style for remote work arrangements – does your leadership/supervisory style support engaging in one or more remote work arrangements for employees?

	Yes	No	N/A	Comments
1. Are you comfortable allowing this employee to work largely anonymously?				
2. Are you comfortable communicating virtually with your employee?				
3. Have you been successful in establishing clear objectives for this position?				
4. Can you effectively measure the employee's performance, either quantitatively or qualitatively?				
5. Do you trust that the employee will be productive without continuous monitoring and supervision?				

Appendix A

6. Would the team support and embrace a work environment with a combination of on-site and remote work arrangements?

Recommendations (attach a copy of the position description to this document)

_____ Approval _____ Denial

Supervisor

Comments:

_____ Approval _____ Denial

Vice President

Comments:

_____ Approval _____ Denial

Human Resources Associate Vice President

Comments:

Final Decision

_____ Approve _____ Denied

President

Comments:



Remote Work Arrangement Agreement for Staff Positions

This document is intended to ensure both supervisor and employee have a clear, shared understanding of the expectations of the employee's remote work arrangement. Each arrangement is unique and dependent upon the needs of the position, employee, supervisor, department, and WNCC.

This agreement is not a contract and does not provide contractual rights to continued employment or to a remote work arrangement. The employee's employment with WNCC remains governed by College policies and procedures.

The completed form will be retained by Human Resources, with copies retained by both the employee and the supervisor.

Section I: Employee and Remote Work Location Information

Employee Name:					
Employee ID:					
Job Title:					
Department:					
Supervisor Name:					
Remote Work Requested By:			WNCC		Employee
Is this agreement the result of an accommodation:			Yes		No
Other reason for remote work agreement					
Full Address of Remote Work Location:					
Remote Working Start Date:					
Remote Working End Date (if applicable):					

Section II: Job Duties

The general expectation for remote work arrangements is that the employee will maintain their current job status and effectively accomplish their regular job duties, essential functions, and responsibilities regardless of where they are located. If there are expectations that may require the employee to 1) consistently be away from the remote work location during scheduled remote work hours for College-related business or 2) return to campus for specific functions (e.g., required meetings, in-service, training, etc.), please specify in the box below, attach additional pages, or enter N/A.

Section III: Supervisor Review

Briefly describe the plan for the supervisor to evaluate work productivity and quality, how the employee’s work schedule will be managed, and how absence requests will be managed for approval.

Remote work agreements will be reviewed annually, at a minimum. Any modifications to the agreement should be documented and reviewed by the employee and supervisor. Long-term or substantial modifications should be documented through a revised agreement.

Section IV: Work Schedule and Location

Please indicate whether the position is moving to 100% remote or partially remote (hybrid) (e.g., one or two days per week or a part of each workday) and provide the typical work schedule with an understanding that schedule variations may occur. Time and leave reporting requirements remain in effect for the duration of the remote work agreement. The schedules for professional staff may not be easily captured in the “Work Hours” section; details may be provided in the “Notes” section below. All staff must be available for regularly scheduled meetings and work to accommodate ad hoc meetings.

☐ 100% Remote ☐ Partially Remote (hybrid)

Day of the Week	Work Hours	Work Location (Home or other satellite location)
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Notes about work schedule:

Section V: Travel Costs and Other Expenses

A. Travel Costs

1. The employee will be responsible for any costs of travel to and from WNCC, unless the College requires the employee to be present on campus for a previously undisclosed reason.
2. WNCC will cover the reasonable costs of travel associated with authorized professional development pursuant to current WNCC policy and procedures.

B. Other Expenses

1. WNCC assumes no responsibility for any operating costs associated with an employee using their personal residence.
2. Employees should work with their supervisors to secure any necessary supplies. Employees should not assume that the College will automatically reimburse purchases.

Section VI: Space, Equipment, and Technology Access

The employee and supervisor agree to work together to ensure the remote work location is safe, free from distractions, and allows for maintaining appropriate confidentiality of records and information. The employee agrees to immediately report to their supervisor any job-related accidents occurring during the established work hours to facilitate timely Workers' Compensation reporting.

Supervisors will work with IT to determine the specific equipment or technology access the employee will need to work remotely and whether it will be provided by the employee or WNCC. Attach a separate page if necessary. In the case of equipment failure or service interruption, the employee must notify their supervisor immediately to discuss alternative assignments or other options.

Equipment	Provided By	Responsible for Loss/Damage

I understand that I am expected to protect and maintain all equipment issued to me by WNCC for this remote work assignment, and that the equipment will be returned to WNCC in good condition at the end of the remote work assignment. I understand that I am responsible for the replacement cost of any damaged equipment, other than that which occurs through normal use.

Employee signature

The employee will follow all current Information Technology policies and guidelines surrounding the use of College-owned hardware and network resources, as well as the protection and security of institutional data. The employee agrees to protect College-owned equipment and confidential information from unauthorized or accidental access, use, modification, destruction, or disclosure.

Section VII: Remote Work Agreement Modification

The remote work agreement may be modified in response to a supervisor or employee's request, changes in position or employee eligibility, employee performance issues, or to address the impact of remote work on individual or organizational performance. At a minimum, the remote work agreement will be reviewed annually during the employee's annual performance or goal-setting review.

The employee may propose changes to the existing agreement, but they are subject to supervisor and/or College-approval. The employee may also end the remote work agreement. Such a request should be submitted in writing to the supervisor, with a minimum notice of 30-days. The supervisor will notify the employee in writing of the decision to accept or deny the request.

The College has the right to instruct the employee to resume work at the primary work location at any time and may cancel the remote work agreement with 30 days' notice so the employee can adequately address commuting, dependent care, or other issues. The employee will be notified in writing of the decision to terminate a remote work agreement.

The decision to cancel a remote work agreement is not subject to appeal or grievance.

Section VIII: Policy and Procedure Acknowledgement

I have read and understand and agreed to adhere to the following WNCC policies and procedures.

Policy and/or Procedure	Employee Initials
Board Policy 440 (Remote Work Policy)	
Administrative Procedure 440.01 (Remote Work Procedure)	
Board Policy 702 (Data Governance)	

Appendix B

President's Procedure 702 (Data Governance Procedure)	
Board Policy 809 (Acceptable Use Policy)	
President's Procedure 809 (Acceptable Use Procedure)	

Employee Agreement and Acknowledgement

I have read, understand, and will comply with all terms and conditions of WNCC remote work policy and procedure, the evaluation of the suitability for a remote work agreement, and the terms of this remote work agreement itself. I further agree and acknowledge that the College retains the complete discretion as to whether or not it will approve, continue, or modify this remote work agreement, and that in the event I remain responsible for complying with all other terms and conditions of my employment, job responsibilities and duties; WNCC policies, procedures, and guidelines; and all other applicable laws and regulations.

Employee Signature	Date
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College Approvals

Supervisor	Date
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Vice President	Date
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President	Date
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Received by Human Resources

Associate Vice President for Human Resources	Date
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