



Working Remotely Agreement (GBEH E)

First Name

Last Name

Home Street Address

City

State

Zip

Best Contact Phone Number

Home Email

Work Location(s)

Position(s)

- A. I acknowledge that on _____ (date), I have read and will comply with the Working Remotely Policy (GBEH). I will renew this form annually.
- B. I understand that the District has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time with or without notice.
- C. I understand that the Superintendent or her/his designees may enact the Working Remotely Policy (GBEH) for a limited duration when warranted by emergency circumstances.
- D. I understand and acknowledge that I will be available and accessible to check District email and voicemail frequently, with the same current reasonable customer service standards provided by my supervisor and as if I am working on site.
- E. I understand and agree that I am responsible for maintaining the safety and security of District data, equipment and supplies, and maintaining the confidentiality of information while working remotely.
- F. I acknowledge that my alternate work location will comply with all health and safety requirements.
- G. I understand and agree that I may be required to come into the assigned worksite on a scheduled working remotely day, or at any time the District requires me to do so.
- H. Failure to comply with any requirements outlined in this policy may result in the immediate termination of the Working Remotely Agreement.
- I. No statement or representation by a supervisor, manager, or any other staff member, whether oral or written, can supplement or modify this policy.

Staff Member's Signature

Date

Principal/Supervisor's Signature

Date

Review/Approval by Director for Human Resources

Date

Adopted: July 1, 2022

Revised: July 1, 2025