

Alternative Work Arrangements Request Form

An “Alternative Work Arrangement” is an agreement between staff and Calvin regarding conducting work at home for a specified period of time. Allowing an alternative work arrangement is at the discretion of the college, and may be terminated by either the staff member or the college, with or without cause, with reasonable notice. Reasonable notice may require, on the part of either party, time necessary for phasing out of the work at home setting and/or phasing back into the on-site workplace. This set of expectations is not a contract of employment and may not be interpreted as such.

A separate work area must be designated for working from home and must be maintained in a safe condition. The college will provide the software as needed pending licensing permission and the staff member is responsible for all hardware, network connections and phone connections to complete work responsibilities as assigned.

The duties, responsibilities, and conditions of employment remain unchanged. The staff member must comply with all college policies and procedures while working at home. Salary and benefits remain unchanged and workers compensation benefits will apply only to injuries arising out of and in the course of employment as defined by Michigan State Workers Compensation law. The staff member must report any such work-related injuries to his or her supervisor immediately. Calvin is not responsible for injuries or property damage unrelated to such work activities that might occur in the work at home setting.

Overtime compensation (for non-exempt staff) and vacation and sick leave will continue to be based on hours paid during the alternative work arrangement. Requests to work overtime, declare vacation or take other time off from work must be PRE-approved in writing by the staff member's supervisor. **According to the terms of this Agreement, the work at home schedule is attached** (attach a copy of work schedule. For non-exempt staff, this specification must be in accordance with FLSA guidelines and should include meal breaks). If the staff member needs to change his or her schedule, he or she agrees to obtain advance written approval from the supervisor.

The staff member has responsibility for maintaining the security and confidentiality of college files, data and other information that are in the off-site work place.

Alternative work arrangements are not to be regarded as a substitute for ongoing child-care or elder-care. If applicable, the staff member will attach a general description of care-giving arrangements that will be in effect during the alternative work arrangements work hours. If the staff member needs to modify these arrangements, s/he will inform the supervisor and obtain the necessary approvals to continue the alternative work arrangement.

The alternative work arrangement will begin on (specific start date) and is scheduled to end on (specific end date) the following dates:

Begin Date _____ Scheduled End Date _____

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I have read and understand the above expectations relating to the alternative work arrangement. I understand that my failure to adhere to the expectations may have an adverse effect on my employment and may result in disciplinary action, including, but not limited to the immediate withdrawal of the opportunity to benefit from an alternative work.

Staff member's name (printed)

Staff member's signature

Supervisor's name (printed)

Supervisor's signature

Vice President's signature

Human Resources signature