

REMOTE WORK PROGRAM – MEMORANDUM OF AGREEMENT FORM

Employee acknowledges and agrees to the following terms and conditions in regard to their participation in the Remote Work Program:

- I. Participating employees must check-in and check-out each day with their supervisor. Employees are also required to respond to telephone calls from their supervisor or other administrators in the department within 30 minutes. If unable to do so, the employee must email or text such administrator or supervisor to acknowledge the missed call and respond as soon as practicable thereafter.
- II. Remote work must be carried out in New York State, and participants must be within a two-hour commute of their office building should they be required to come in. Exceptions may be made by the immediate supervisor on a case-by-case basis.
- III. To the extent possible, employees will be provided with a Nassau BOCES laptop or other device. All work should be completed on this device or a Nassau BOCES platform (such as the Virtual Desktop). Please speak with your supervisor if you need additional tools to perform your work.
- IV. Consistent with Nassau BOCES' expectations of information security for employees working at Nassau BOCES' locations, employee must ensure the protection of all data, including but not limited to Personally Identifiable Information, proprietary information, client information, and all other information, both electronic and hard copy, that is accessed from a remote work location.
- V. Employee must access the Internet through a secure Internet connection at the employee's own expense. Use of public WiFi, such as can be accessed at a coffee shop, is not allowed.
- VI. Employee shall maintain their remote work location(s) in a safe manner, free from safety hazards and distractions. When participating in video meetings, such as Microsoft Teams or Zoom, the employee must remind other members of their household or visitors that they are not allowed to enter the room or be on camera.
- VII. Nassau BOCES shall not be responsible for any costs associated with the set-up and/or maintenance of any remote work location(s).
- VIII. Employee shall not be permitted to hold in-person meetings at any remote work location. § (in) Td(

ZKKK0 Employees are required to maintain the same working hours as when they are working in a Nassau BOCES building.

ZKX0 Employees are required to conduct themselves professionally when remote. Further, employees working remotely will be held to the same standards of decorum and shall be guided by Nassau BOCES policies, regulations and workplace rules in effect when they are working in person.

ZX0 Employees are required to be as available and responsive when working remotely as they are when working in a Nassau BOCES building.

ZXK0 Microsoft Teams shall be used as the primary tool for collaborative work and meetings. It should also be used for internal communication instead of telephones.

ZXKK0 Employees shall either forward their desk phone number on remote days OR have their desk phone set up so that an email notification is sent when they have received a voicemail. Advance notice is required to have these features set up and a ticket with the request should be opened with Customer Care. Voicemail must be checked regularly. Messages must be deleted regularly to make room for new messages. Directions for the voicemail system can be found at www.nassauboces.org/remotetguqwtegu.

ZXKKK0 Employees must maintain a log summarizing work performed daily, which should be submitted to their supervisor upon request.

ZKZ0 When participating in virtual meetings, employees must use their first and last name.