

# Work from Home Agreement

Executive Board, approved 8/31/2020



The Northwest Coast Presbytery is transitioning to a “virtual” presbytery in 2020 and for the foreseeable future. All presbytery staff will work from home or other third party sites as deemed appropriate by each work engagement. In this new state of being NWC Presbytery and all staff will enter into this work from home agreement.

This Agreement must be signed and approved by the staff person, their supervisor and chair of the NWC Presbytery Personnel Committee. This agreement will be updated regularly as NWC Presbytery becomes aware of new information, sees need for more effective virtual collaboration, and/or evolving conditions of these work from home arrangements.

## GENERAL WORK ARRANGEMENT

1. This Agreement is between the Northwest Coast Presbytery Executive Board (hereafter referred to as “**NWC Presbytery**”) and [FName, LName, Position/Title] (hereafter referred to as “**Employee**”) to establish the terms and conditions of performing NWCP ministry work from home or other third party sites.
2. This Agreement begins on **September 1, 2020**. You understand that this Agreement to permit you to work from home is for the foreseeable future, and will be reviewed regularly during this indefinite period. Accordingly, NWC Presbytery may alter this agreement at any time at its discretion.
3. This Agreement will remain in effect unless altered or terminated.
4. The following conditions apply:
  - a. Employee’s remote work schedule is [Specify days and hours as best we can. If it varies, please include those details].
  - b. Employee-initiated schedule changes must be discussed and approved in advance by the Executive Presbyter (hereafter referred to as “**EP**”) or supervisor.
  - c. Employee’s regular remote work site location is [Specify the primary address where the employee will be working from].
  - d. Employee’s regular work phone number: [###.###.####]. Mobile/text phone # (if different from previous): [###.###.####] Work email is: [#####@northwestcoast.org].
5. While working remotely, Employee will:
  - a. Attend all staff meetings unless on vacation, study leave or have communicated their excused absence to EP or Presbytery Connector in advance.
  - b. be accessible and responsive to communications during their work schedule; General response protocols include the following:
    - i. Engage in real-time whenever possible, while maintaining the ethic of not answering calls or texts during meetings or when otherwise engaged with constituents.
    - ii. Return phone calls and text messages before end of day
    - iii. Respond to email within 24 hours. Check and respond 2x/day
    - iv. Respond to social media inquiries (if applicable) before end of day
    - v. Respond to staff colleagues via Slack or other collaborative platforms within 3 hours.
  - c. check in regularly with supervisor to discuss priorities, status, and open issues;
  - d. check in and respond to issues on the staff collaboration platform, Slack, at least 1x each morning and 1x before end of work day on their regular work schedule

- e. be available for video/teleconferences, scheduled on an as-needed basis;
  - f. be available to physically attend scheduled work meetings as requested or required by the
  - g. NWC Presbytery;
  - h. request supervisor approval in advance of working any overtime hours (if employee is nonexempt);
  - i. engage in healthy focus and renewal rhythms by taking rest and meal breaks while working from home. It is recommended that you engage for no more than 90 minutes on a project or meeting at a time without a renewal break.
  - j. request supervisor's approval to use vacation, sick, or any other leave.
6. Employee's duties, obligations, responsibilities, and conditions of employment with NWC Presbytery remain unchanged except those obligations and responsibilities specifically addressed in this Agreement. Job responsibilities (as outlined in your position description), standards of performance, and staff reviews remain the same. The supervisor reserves the right to assign work as necessary from wherever the employee is working.
  7. The parties acknowledge that this Agreement may be evaluated on an ongoing basis to ensure that Employee's work quality, efficiency, and productivity are not compromised by the remote work arrangement described herein.
  8. You acknowledge that if the EP or your supervisor deems that the temporary remote work arrangement described in this Agreement is not working effectively or as envisioned, they may at any time adjust or end this Agreement. We will strive to provide at least 24 hours' advance notice of any changes to this Agreement.

## **SAFETY & EQUIPMENT. INFORMATION SECURITY**

1. Employee agrees to maintain a safe, secure, and ergonomic work environment and to report work related injuries to the EP at the earliest reasonable opportunity. Employee agrees to hold NWC Presbytery harmless for injury to others at the remote work site. Regarding space and equipment purchase, set-up, and maintenance for telecommuting purposes:
  - a. Employee is responsible for providing space, telephone, printing, networking and/or Internet capabilities at the telecommute location. Internet access must be via a broadband internet service, *at least* 100 mbps download speed, preferably a minimum of 150Mbps to effectively engage videoconferencing and other web-based utilities. NWC Presbytery will provide email address and other Google-suite apps associated with our G-suite accounts. We will also provide work phone number through the 425.355.0922 x line. You can also use your mobile # for direct calls. We will reimburse each employee who works .5 FTE or more \$25/month for your broadband internet service. NWC Presbytery will also provide each .5 FTE employee or higher a computer, high-speed scanner and printer within agreed upon price point.
  - b. NWC Presbytery will not pay or reimburse for the following expenses:
    1. Maintenance or repairs of privately-owned equipment;
    2. Utility costs associated with the use of the computer or occupation of the home;
  - c. Employee agrees to protect NWC Presbytery owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.

- d. Employee understands that all equipment, records, and materials provided by NWC Presbytery shall remain the property of NWC Presbytery until such time as the equipment has depreciated to \$0. Then the equipment may by official request of the EP become the property of the employee.
  - e. Employee agrees to consistently use the communication systems specified by EP and Presbytery Connector for specific functions and agrees to learn and become proficient in those systems in order to effectively collaborate and deliver ministry results. Currently that includes: Dropbox for file sharing, Gmail and Google Apps, Zoom for Videoconferencing, Zoomphone for phone service, and soon to include Slack for staff collaboration.
  - f. Employee will implement good information security practices in the home-office setting, and will check with Presbytery Connector or supervisor when security matters arise.
2. Employee understands and agrees that Employee's personal vehicle may be used for NWC Presbytery business. NWC Presbytery will reimburse each employee for authorized miles driven at the IRS stated mileage reimbursement rate upon submission of travel expense report and approval of the EP or supervisor. Travel expenses must be submitted within 60 days of the travel occurrence.
  3. With reasonable notice and at a mutually agreed upon time, NWC Presbytery EP or Connector may make on-site visits to Employee's work location to ensure that the designated work space is safe and free from hazards, provides adequate protection and security of NWC Presbytery information and property, and to maintain, repair, inspect, or retrieve NWC Presbytery property.
  4. Employee agrees to return NWC Presbytery-owned equipment, records, and materials within 10 days of termination of this agreement. Within 10 days of written notice, Employee must return NWC Presbytery-owned equipment for inspection, repair, replacement, or repossession.
  5. EP or NWC Personnel Committee retains the right to modify or suspend the agreement on a temporary basis or as a result of employee request supported by the EP. EP or NWC Personnel Committee retains the right to modify or end the agreement if the employee's performance of his/her duties decline and/or are deemed less than satisfactory.
  6. Employee understands that Employee is responsible for tax or insurance consequences, if any, of this arrangement, and for conformance to any local zoning regulations.

**I hereby affirm by my signature that I have read this Work from Home Agreement and understand and agree to all of its provisions.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
EP, Corey Schlosser-Hall Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Personnel Committee Chair

\_\_\_\_\_  
Date

*This signed Agreement must be sent to the EP for placement in Employee's personnel file. The employee and the EP should each keep a copy of this Agreement for future reference.*