

Town of Castle Rock Employee Remote Work Authorization

A. EMPLOYEE INFORMATION

Full Name: _____
Job Title: _____
Department: _____
Supervisor: _____

B. REMOTE WORK SCHEDULE AND HOURS

Date range of Hybrid Remote Work Program: _____

The Employee will plan to work remotely during the following hours while participating in the Hybrid Remote Work Program:

DAY	START	END
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Remote work employees may be required to report to TOCR facilities during the above days/hours for meetings, events, and other situations as deemed necessary by the employee's supervisor/manager, which may include ensuring in-person coverage for offices.

C. TOWN-PROVIDED EQUIPMENT FOR REMOTE WORK

The following items are provided by TOCR to the employee for remote work:

D. REMOTE WORKPLACE SAFETY GUIDELINES

By signing this Remote Work Authorization, a TOCR employee agrees to comply with the attached safety guidelines.

E. AUTHORIZATION FOR REMOTE WORK

I have read and understand that it is my responsibility to comply with the TOCR Remote Work Policy. I understand that employment with the TOCR remains At Will, and that this Authorization is not a contract of any kind. I am entering into this Remote Work arrangement voluntarily. I am aware that this Remote Work arrangement can be reviewed, changed or revoked at any time at the discretion of my supervisor/manager and Department Director.

Should any changes occur to the information I have provided above, I am aware that it is my responsibility to inform my supervisor/manager and Human Resources, to initiate revisions to update this form. I understand that a copy of this Authorization will be kept in my personnel file.

Employee Signature: _____

Supervisor Signature: _____

Department Director Signature: _____

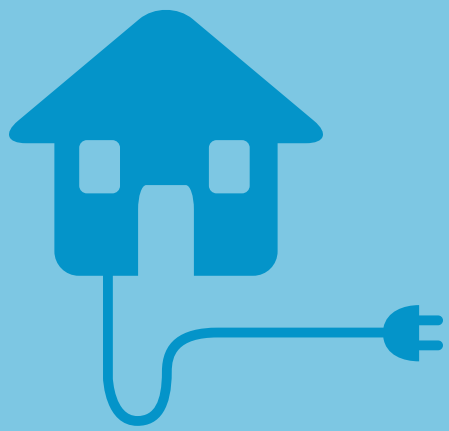
CTO Signature: _____

HR Manager Signature: _____

Date: _____

SAFETY GUIDELINES

While Working Remotely



ELECTRICAL BEST PRACTICES

- Avoid overloading outlets
- Power cords should not interfere with walkways
- Connect computers to surge protectors
- Do not daisy chain extension cords and power strips
- Turn off equipment when not in use
- Do not plug electrical heaters into surge protectors



WORKPLACE

- Away from noise, distractions and devoted to work
- Adequate temperature, ventilation and lighting
- Dedicated area, free of trash and clutter
- Take breaks - eat meals
- Computer screen is free from glare
- Use locked filing cabinets for sensitive physical documents



SECURITY

- Follow the practices outlined in the Electronic Communication Policy to protect Town data
- Make sure Town owned equipment is protected from damage, misuse, and dedicated to Town business
- Keep anti-virus software up-to-date if using a personal computer over VPN to a remote desktop
- Use strong passwords
- Password protect your home WiFi



SAFETY

- Working smoke and carbon monoxide detectors
- Fully charged fire extinguishers in an accessible location
- Access to a first aid kit
- Evacuation plan in case of fire



ERGONOMICS

- Chair - adjustable, secure legs or wheels, adequate back support, feet should reach the floor or supported by a footrest
- Ample leg room for stretching
- Monitor at eye level
- Space for arm resting when not typing
- Keep your back straight - refrain from working on a couch, recliner or bed

Wherever you work, do so safely!