

PARKLAND COLLEGE	CATEGORY D	PERSONNEL AND EMPLOYEE RELATIONS
HOME BASED WORK AGREEMENT FORM	OPR D-23.1	APPROVED: OCTOBER 9, 2012 REVIEWED: JULY 9, 2015

Parkland College has agreed to the following Home Based Work arrangement for

EMPLOYEE NAME

Effective **TERM**

while in the **TITLE** position.

The conditions of the Agreement are as follows;

1. The employee will work from home for the above term.
2. Employee will use **VOIP** for business communications while working at home.
3. Parkland College will use **INSERT COMMUNICATION METHOD** for student and business communications.
4. Parkland College will provide a monthly internet allowance of **\$XX/month** payable on the employees' paycheck.
5. Parkland College will provide a monthly computer allowance of **\$ XX /month** for use of employee owned computer equipment.
6. The employee's Home Based Work address will be _____.
7. List other applicable conditions.

Employee Acknowledgment and Agreement

I, _____, acknowledge that I have read and understand the Home based work arrangement policy of Parkland College. I voluntarily agree to adhere to this policy and the Home Based Work Agreement.

Employee Name: _____
Signature: _____

Date: _____

Approval
Director Name: _____
Signature: _____

Date: _____

Director Finance & Administration Name: _____
Date: _____

Signature: _____

Director Human Resources Name: _____
Date: _____

Signature: _____