



**Portland Public Schools - Human Resources
Remote Work Agreement Form**

Remote Work Options

This form is required for employees who are positions that are eligible for full-time, hybrid, or ad-hoc remote work. Employees and supervisors must review the remote work guidelines, complete this form and return it to Human Resources. View eligibility by position [here](#).

In addition to the being in a position eligible for full-time, hybrid, or ad-hoc remote work, to be eligible, employees must:

1. Discuss and develop a plan with your supervisor.
2. Understand and agree to the remote work requirements outlined in these guidelines and complete this agreement.
3. Once approved by your supervisor, this form must be submitted to HR for inclusion in your personnel file.

Remote Working Agreements

Employees who request a remote work schedule agree to the following:

Shared Customer Service Expectations

- Every central office work space includes business hours contact information
- Respond promptly to communications
- Calendars reflect daily working location
- Calendars are open to teams/supervisors to see the title and invite list
- Office phones are forwarded or voicemails are checked daily when staff is working remotely
- Out of office message is placed on email and voicemail when appropriate and directs staff who to contact during your absence

Remote Work Expectations

- PPS provides each employee with an on-site work space and tools/equipment. Employees who choose to, and are approved, have a work-from-home schedule are responsible for your own home equipment. PPS does not supply wi-fi, furniture, monitors, ergonomic reviews, etc., for home offices.
- Delivering on service-level commitments from a remote work location means that employees must remain accessible and productively engaged during scheduled work hours.
- Comply with all PPS rules, policies, practices and instructions that would apply if you were working onsite at a PPS location.
- Follow your schedule, take required breaks and lunch, and obtain prior approval for any overtime before it's worked.
- Protect confidential information at all times, including student and employee data. **PPS files may not be maintained or stored at home offices or on personal computers or equipment.**

PPS Employee Remote Work Guidelines

- On approved remote work days, employees who encounter power, internet, or other technical difficulties are expected to make alternate work location arrangements, come on-site to complete their work, or request time off.
- Ensure arrangements are made for regular dependent care during all work hours, understanding that remote work is not a substitute for dependent care. Remaining engaged in work activities is not consistent with simultaneously caring for dependents.
- Remain flexible to adjusting schedules when work and personal needs shift. You may be called in to your work-site on short notice for unplanned or unexpected circumstances.
- Maintain a safe and secure work environment at all times.
- Report work-related injuries to your manager and [Risk Management](#) as soon as practicable.
- Remote work is not a replacement or alternative to taking sick leave or vacation. Being fully engaged in work activities during your work hours is the consistent expectation of the remote work option. If you are too ill to work from home, please use your sick time for rest, recovery, and getting medical care. Vacation time is an important opportunity to rest and recharge, and you are encouraged to take your vacation time.

Employee Information

Name: _____ Job title: _____

Department: _____ Supervisor: _____

Remote Work Schedule & Plan

Please outline your planned initial schedule (N/A for ad-hoc) as agreed upon by you and your supervisor. Upon mutual agreement, the schedule may change and is not required to be re-submitted to HR.

Day	Hours	Location
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Acknowledgement

I have reviewed the remote working agreements, service level commitments, and my remote work schedule or ad-hoc agreement with my supervisor and agree to follow them. I acknowledge that the remote working program or my permission to participate in it may be changed by the District in the future.

Employee Signature

Date

Supervisor Signature

Date

PRINT AND SUBMIT COMPLETED FORMS TO HUMAN RESOURCES VIA PONY OR UPLOAD A PDF COPY TO THIS [GOOGLE FORM](#)