



Extending or Modifying Existing COVID-19 Remote Work Agreements

The purpose of this procedure is to create a streamlined process for extending or modifying existing COVID-19 Remote Work Agreements.

Three Sections:

1. Employee Responsibilities (P. 1)
2. Manager Responsibilities (P.2)
3. Human Resources Responsibilities (P. 2)

1. Employee initiates email to supervisor:

To: supervisor email@ Bellevue.edu

From: employee @ Bellevue.edu

Subject: ADDENDUM to the original COVID-19 remote work agreement

Body of email: (copy and paste into body of email and complete the information.)

Dates of original Remote Work Agreement:	<date>																
Purpose of this addendum:	Extend Expiration Date Modify remote work schedule Both																
Start date of extension or adjustment:	<List date when the requested extension and/or modification takes effect>																
New expiration date of agreement:	<In case of extension, list the new expiration date or write "not applicable">																
New Remote Work schedule:	<complete information below>																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Days employee will be remote</th> <th style="width: 50%;">Non-exempt employee meal time # of Work Hours</th> </tr> </thead> <tbody> <tr> <td>Monday</td> <td>to to</td> </tr> <tr> <td>Tuesday</td> <td>to to</td> </tr> <tr> <td>Wednesday</td> <td>to to</td> </tr> <tr> <td>Thursday</td> <td>to to</td> </tr> <tr> <td>Friday</td> <td>to to</td> </tr> <tr> <td>Saturday</td> <td>to to</td> </tr> <tr> <td>Sunday</td> <td>to to</td> </tr> </tbody> </table>		Days employee will be remote	Non-exempt employee meal time # of Work Hours	Monday	to to	Tuesday	to to	Wednesday	to to	Thursday	to to	Friday	to to	Saturday	to to	Sunday	to to
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Tuesday	to to																
Wednesday	to to																
Thursday	to to																
Friday	to to																
Saturday	to to																
Sunday	to to																
Updated remote contact info for employee:	<List any updates to employee's location, telephone, or email while working remotely. If none, write "No Changes.">																
Employee Attestation:	By emailing this request to extend or modify my Remote Work Agreement, I attest my agreement to continue abiding by the terms of the Remote Work Agreement during any period of remote work. <Please initial>																

2. Manager Responsibilities / Checklist:

Manager receives an email request for an extension or modifications of an existing COVID-19 Remote Work Agreement, the manager will:

- Work directly with the employee to discuss and agree upon the appropriate extension or modification.
- Review expectations around working remotely and job performance expectations
- Request approved: The manager will clearly indicate approval of the addendum request by writing "APPROVE" in the body of the email. The manager may also include in the body of the email other comments or notes relevant to the employee's remote work and job performance expectations as appropriate.
- Once the manager approves the request, the manager will forward the email request to Human Resources at **COVID-19@bellevue.edu**

3. Human Resources Responsibilities:

- HR is available upon manager request to answer questions and provide guidance on Remote Work Agreements
- HR will monitor the designated inbox and response that the addendum has been received.