

Exhibit B

Remote Work Agreement

Employee: _____ (“Employee”) J#: _____

Department: _____

This Remote Work Agreement (“Agreement”) is entered into between Community College of Philadelphia and _____ (“Employee”). This Agreement is effective as of _____ and will remain in effect unless modified or terminated by Community College of Philadelphia or Employee in accordance with the Remote Work Policy for Administrators and Confidential Employees.

Employee has been approved for a remote work arrangement in accordance with the College’s Remote Work Policy for Administrators and Confidential Employees, the details of which are set forth herein (the “Remote Work Arrangement”).

If Using Scheduled Remote Work Days:

Employee’s remote work schedule shall be as follows: _____.

OR

If Using a Bank Method:

Employee shall be allotted _____ remote work days from _____ to _____ to be requested and approved by employee’s supervisor (and employee’s supervisor’s supervisor if less than a Director). [Insert other details for use of remote work bank – maximum number of days per week/month; periods when remote work days will not be permitted; and no-carry forward of days to subsequent year, etc.]

Employee shall conduct the remote work at the home address listed on file with Human Resources (“Remote Work Location”).

As a condition of the Remote Work Arrangement, Employee agrees to comply with the Remote Work Policy for Administrators and Confidential Employees, including but not limited to the Terms and Conditions of Remote Work set forth therein, as it may be amended from time to time. Employee understands that Employee may be called in to work on campus by their supervisor with reasonable advance notice of not less than two business days to meet the needs of the College’s operations, and Employee will be required to comply with such request.

By signing below, Employee certifies and agrees that Employee has read, understands, and shall comply with the Remote Work Policy for Administrators and Confidential Employees, including but not limited to the Terms and Conditions of Remote Work set forth therein.

Signed by Employee: _____

Date: _____

Approved by: _____

Supervisor Name: _____

Signature: _____

Cabinet Member: _____

Signature: _____

Human Resources Department: _____

Signature: _____