ARIZONA'S CONNECTED WORKFORCE

STATE OF ARIZONA

REMOTE WORK AGREEMENT GUIDE FOR STATE EMPLOYEES

STATE OF ARIZONA
REMOTE WORK AGREEMENT GUIDE

TABLE OF CONTENTS

REMOTE WORK: BENEFITS FOR THE STATE AND ITS EMPLOYEES **3**

REQUESTING TO PARTICIPATE IN THE STATE OF ARIZONA REMOTE WORK PROGRAM **3**

HOW TO USE THIS GUIDE **3**

REMOTE WORK POLICIES **4**

REMOTE WORK TRAINING **4**

COMPLETING THE REMOTE WORK AGREEMENT **4**

HOW TO ACCESS THE ONLINE REMOTE WORK AGREEMENT **4**

Policies and procedures: 5

Cybersecurity and agency-specific security training: 6

Employee's remote work location: 6

Employee's remote work schedule: 7

Post-secondary education: 7

Communications: 8

State-issued equipment: 8

Additional conditions: 9

Expenses and reimbursement: 9

AGREEMENT SIGNATURES **10**

TERMINATING THE REMOTE WORK AGREEMENT **12**

STATE OF ARIZONA
REMOTE WORK AGREEMENT GUIDE FOR STATE EMPLOYEES

REMOTE WORK: BENEFITS FOR THE STATE AND ITS EMPLOYEES

The State of Arizona Remote Work Program is designed to make working at home, or another location, an effective alternative to the traditional office arrangement. Employees have reported they see remote work as a benefit that saves them commute time and money, improves work/life balance, and increases productivity. It should be noted that remote work is not a universal employee benefit, and not all state employees' jobs are appropriate for remote work.

REQUESTING TO PARTICIPATE IN THE STATE OF ARIZONA REMOTE WORK PROGRAM

Each state agency may have an internal process outlining how to request to participate in the State's Remote Work Program. Check with your supervisor or human resources staff regarding this process.

Prior to making the request, review the remote work information on the Capitol Rideshare website, including the State of Arizona Remote Work Program policy, in order to understand the program and the options. Likewise, review your tasks and responsibilities to determine whether your job (and you) are well suited for working remotely. Make a list of the tasks and projects you will complete and note any tasks or projects that cannot be completed in a remote work setting. Consider any equipment needs that cannot be accommodated in a remote work environment.

Address any concerns with your supervisor when making the request. You must have your supervisor's approval prior to completing the online training and the remote work agreement. As you complete the Remote Work Agreement, include the conditions your supervisor agreed to when he or she approved your remote work request. For example, if your supervisor agreed that you can work remotely on Thursdays, your remote work agreement should include this information.

Remember, remote work participation is not a universal employee benefit and is approved by the supervisor with consideration given to the agency's needs. Per the State Remote Work Program policy, agencies have the discretion to terminate a remote work agreement at any time.

HOW TO USE THIS GUIDE

This guide will assist as you complete the Remote Work Agreement, accessible via your HRIS YES portal.

1. Read the State of Arizona Remote Work Program policy and other educational information at CapitolRideshare.AZ.gov, as well as your agency's policies and procedures regarding remote work.
2. Discuss the option of remote work with your supervisor and note the details required for your participation (i.e., a fixed day of the week). Upon supervisor approval, complete the required remote work training.
3. Use this guide to complete your remote work agreement, using the information from your discussion with your supervisor to answer all applicable questions.
4. The remote work agreement must be signed by you, your supervisor and your upline manager (as applicable). Once signed, the remote work agreement is a record of your decision to accept remote work and manage it in accordance with all applicable policies, terms and conditions.

5. Update the agreement annually.

REMOTE WORK POLICIES

The statewide policy governing the State of Arizona Remote Work Program applies to all employees at State Personnel System (SPS) agencies. The SPS Remote Work Agreement may be used by non-SPS agencies, as determined by the non-SPS agency. ASPS/HRD-PA5.01 is published in the policies section of the Arizona Department of Administration Human Resources Division website (hr.az.gov). The policy provides program definitions, scope and applicability, employee and supervisor expectations, risk management, software and equipment use, liability and data and document security.

In addition, your agency also may have agency-specific policies and procedures that you must understand and follow. Be sure to review all applicable policies prior to completing the remote work agreement.

REMOTE WORK TRAINING

The Remote Work Training Series will provide information to help you succeed in a remote work environment. This series consists of several short training modules that cover remote work basics, communications in a remote work setting, home office safety, and security.

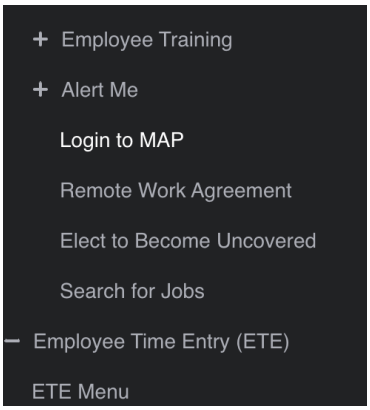
You will need to affirm that you have completed all assigned cybersecurity and agency-specific security training in the remote work agreement.

COMPLETING THE REMOTE WORK AGREEMENT

Please note: Only employees residing in Arizona may complete this remote work agreement. If you are not a resident of Arizona, please do not complete this form.

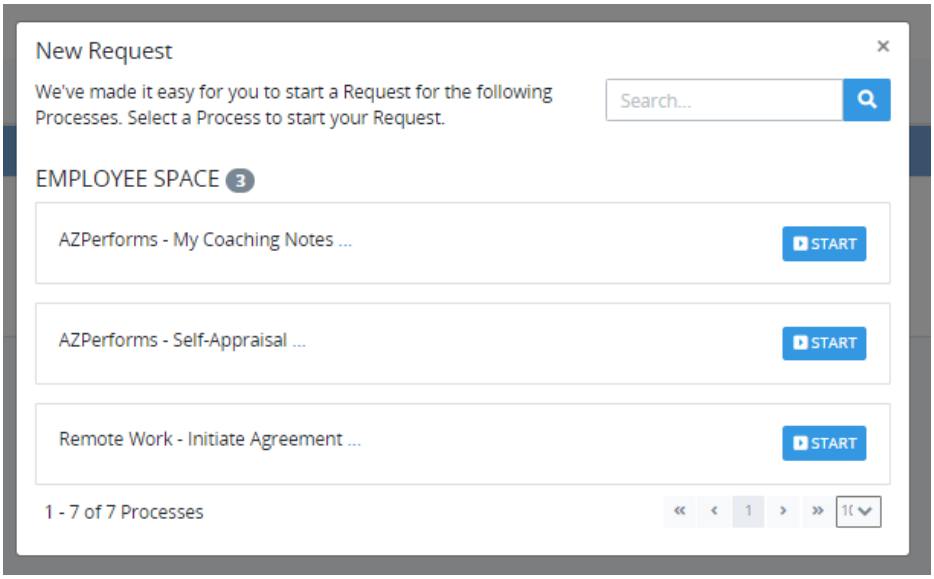
The remote work agreement is an online form linked in YES that you (the employee) complete and sign electronically. Upon submission, the agreement is emailed to your supervisor, who may then approve or deny the request. The agreement will then be emailed to the upline manager for approval, if applicable.

HOW TO ACCESS THE ONLINE REMOTE WORK AGREEMENT



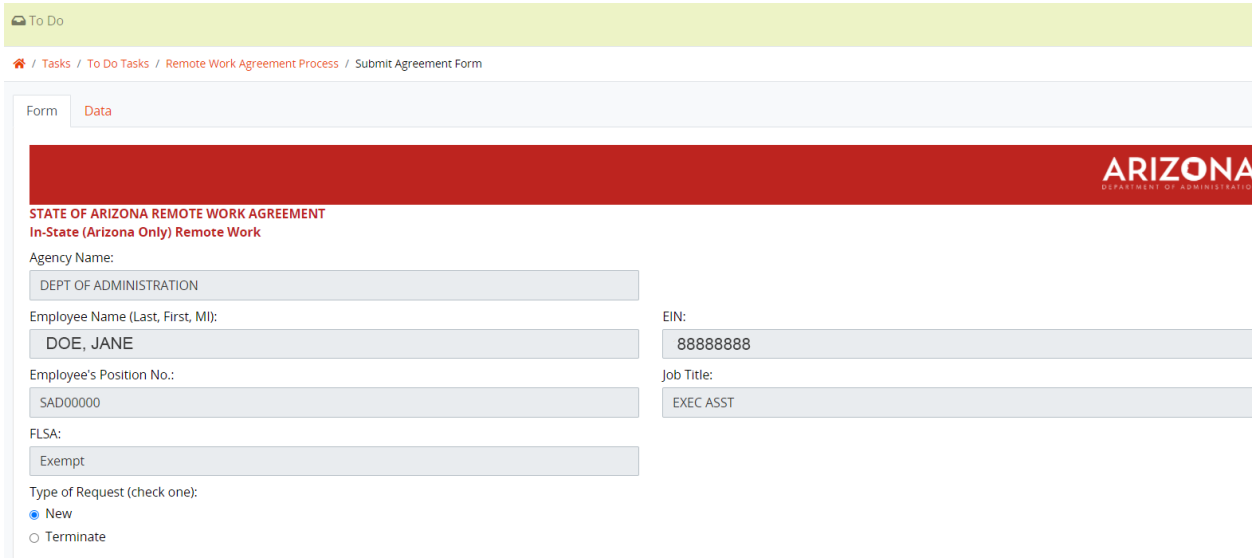
To get started, log into your YES dashboard via the HRIS portal log-in page. The link for the remote work agreement is in the navigation menu on the left side of the screen. Click the link, which will take you to the landing page.

Next, click on the green start here button in the upper right, which will reveal a menu of process options:



Click on the blue start button next to "Remote Work Agreement Process" to launch the remote work agreement form.

The form will auto-populate your name, agency, EIN and other employment-related HRIS information and the default type of request is set to new (unless you already have an active remote work agreement in the system):



Please follow these instructions for each question in the remote work agreement.

1. Policies and procedures:

This item requires you to affirm you will adhere to all laws and policies associated with your employment with the State of Arizona and your agency, including remote work policies and procedures. Be sure you

have read the applicable remote work policies and requested clarification on any language you do not understand.

2. Cybersecurity and agency-specific security training:

This item requires you to affirm you have completed all necessary cybersecurity and agency-specific security training. This includes applicable laws and regulations pertaining to sensitive data and information. You also must affirm that any employee-owned equipment used for remote work must be pre-approved by your agency and adhere to security guidance established by the Arizona Department of Administration's Arizona Strategic Enterprise Technology (ASET) office.

Employees are responsible for understanding and adhering to their respective agencies' policies regarding handling sensitive materials when working remotely. Restricted-access materials shall not be taken out of the office or accessed through the computer unless approved in advance by the supervisor and manager. Questions regarding access should be directed to the supervisor or manager.

If you are unsure whether you have completed the required cybersecurity training and any other required security training, check your training history or consult with your supervisor. In addition, you may have other agency-specific or job-related security training (i.e., HIPAA or other privacy regulations) that is required.

To ensure hardware and software security, all software used for remote work must be approved by the supervisor and manager before installation and only approved websites may be accessed. Employees must ensure the approved remote work location networks and connected devices are secured using network security best practices.

3. Employee's remote work location:

This question requires you to include the address of your remote work location. As noted earlier in this document, ONLY State employees residing in Arizona may complete this form.

Employees participating in the Remote Work Program are responsible for maintaining a safe working environment. In accordance with A.R.S. § 41-621, coverage will remain in effect while the employee is within the course, scope, and authorization of their employment and conducting State business from the approved remote work location. Employees who are injured in the course of their employment must report the injury in accordance with ADOA Risk Management policy. When completing this question, you affirm that the location is a safe, secure professional working environment in adherence with all applicable agency policies regarding safety, and other professional expectations.

3. My physical remote work location is a safe, secure, professional working environment in adherence with all applicable agency policies regarding safety, and other professional expectations and is a conducive environment for work and is shown below.

Street Address:

City: Select...

State: Arizona

ZIP Code: #####

If I need to change my remote work location, I will complete a new Remote Work Agreement and obtain approval from my supervisor and upline manager in advance of performing any work at the new location.

If I am injured at my remote work location while in the course of my employment and within the scope of my employment, I will report the injury in accordance with ADOA Risk Management Policies. Please refer to the State Risk Management website: https://staterisk.az.gov/workers-compensation.

4. Employee's remote work schedule:

This item prompts you to affirm that you will adhere to the scheduled remote work days as indicated in the agreement, your understanding of your hours of employment, and the requirement to obtain prior supervisory approval for changes or exceptions to your schedule and requests for time off. Please select whether your proposed remote work days will be either:

- A fixed schedule (your scheduled remote work day or days are typically the same every pay period) - use the check boxes to indicate your scheduled remote work days for each week of the pay period; or,

My proposed remote work days will be as follows (select either Fixed Schedule or Variable Schedule and, as applicable, the information requested):

◉ Fixed Schedule (indicate scheduled remote work days):

○ Variable Schedule (describe how the variable remote work schedule will be determined in the text box below):

Week 1:	Week 2:
☐ Sat	☐ Sat
☐ Sun	☐ Sun
☑ Mon	☐ Mon
☑ Tue	☐ Tue
☐ Wed	☑ Wed
☐ Thu	☑ Thu
☐ Fri	☐ Fri

- A variable schedule (your remote work day or days vary and you do not have a set remote work day or days) - use the text box to describe how the variable remote work schedule is determined or scheduled.

My proposed remote work days will be as follows (select either Fixed Schedule or Variable Schedule and, as applicable, the information requested):

○ Fixed Schedule (indicate scheduled remote work days):

◉ Variable Schedule (describe how the variable remote work schedule will be determined in the text box below):

Comment:

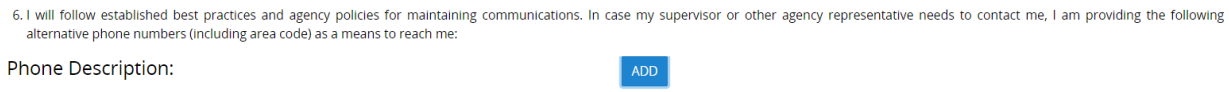
My flexible schedule will allow me to work on various day(s) with pre-approval from my supervisor.

5. Post-secondary education:

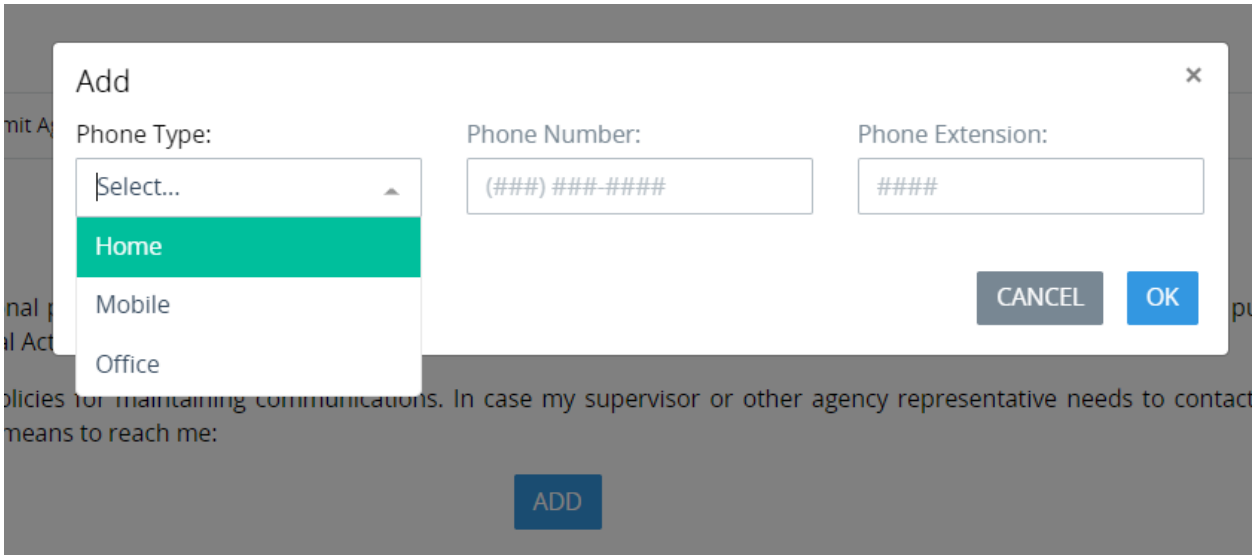
State policy, Resources in Support of Educational Activities policy (ASPS/HRD-PA5.02) allows a supervisor to approve a flexible schedule and use of state resources for an employee participating in approved educational activities in support of an approved educational program. Please choose the "yes" button if you are pursuing an approved educational program and you have been approved for a flexible schedule and/or to use state-owned equipment for educational purposes as allowed by policy.

6. Communications:

This question prompts you to affirm that you will follow established best practices for maintaining communications; this topic is covered in the remote work training CBT series (TRP 1002). You must provide your primary (and secondary, if applicable) phone number, including area code. Click on the Add button, which will activate a pop-up screen to enter your telephone number:



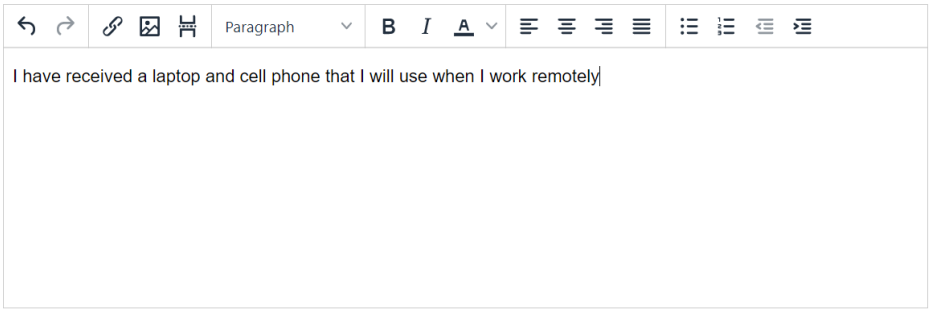
Pop-up screen: please enter the phone number where your supervisor can reach you on your remote work days. You have the option to add more than one phone number:



7. State-issued equipment:

Please include a list of State-issued equipment in this text box (i.e., computer, cell phone, monitors, etc.). You agree to abide by the following: State equipment in the remote work location must be used and maintained in accordance with State policies and guidelines and may not be used for personal purposes unless approved in accordance with applicable policy. The employee is responsible for reporting lost, damaged or stolen equipment to their supervisor and for following internal procedures for reporting loss, damage or theft to agency or ADOA Risk Management in accordance with the Risk Management policy. Failure to return State property could be considered theft and may lead to criminal prosecution.

7. I acknowledge the State has provided me with the necessary equipment to complete my job remotely and I am responsible for keeping the equipment in good working order. If State issued equipment is lost, stolen or damaged, I must report it immediately to my supervisor. I understand that I will be required to return State property upon request or when leaving my agency or State employment. Failure to return State property could be considered theft and may lead to criminal prosecution. The State equipment and property that has been issued to me is listed below (for example: cell phone, laptop, tablet, monitor, etc.):

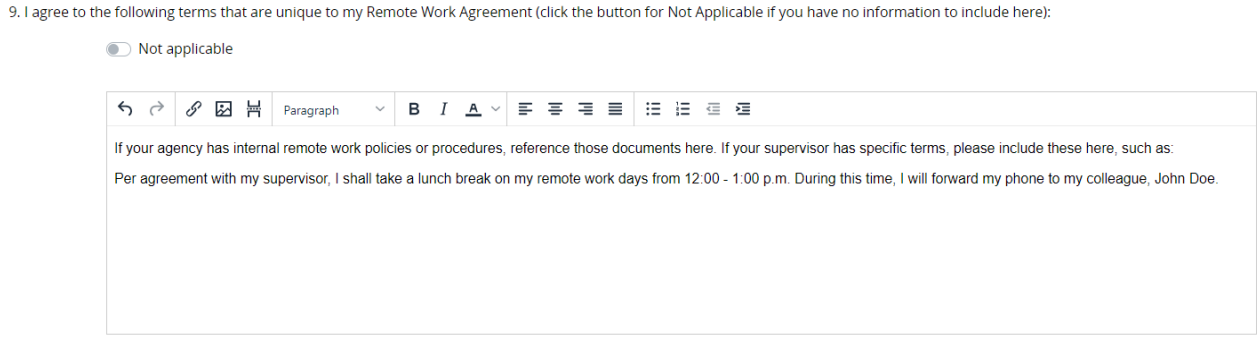


8. Reliable remote connectivity:

The internet connection must have sufficient speed and capacity to accommodate your work-related tasks. Please consult your agency's policy (if applicable) or your agency's IT representative if you have questions regarding this issue. Please indicate whether the employee or the agency will be providing the internet connection (select the corresponding radio button that represents the arrangement approved by your agency).

9. Additional conditions:

Please include any specific conditions your supervisor and/or agency has required for your participation in the Remote Work Program. Indicate "Not applicable" if there are no additional terms, conditions or requirements for your remote work agreement.



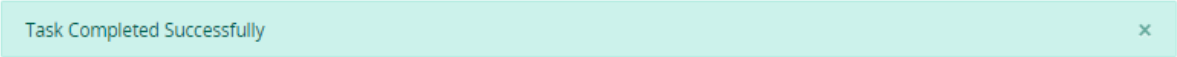
10. Expenses and reimbursement:

This item prompts you to affirm your understanding that the State is not required to reimburse you for any expenses for supplies normally available in the office. Reminder: reimbursements for expenses must be submitted in accordance with your agency's policy and procedures and approved in advance.

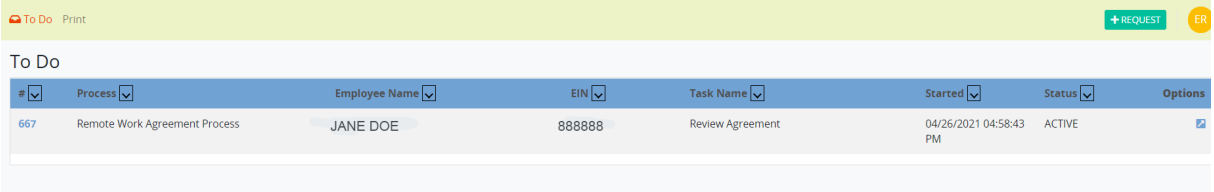
AGREEMENT SIGNATURES

Employee: At the end of the agreement, you will complete the signature process to indicate you agree to the terms and conditions of the agreement. Please carefully review all of the information you have included in the agreement. **Your work email address is auto-populated; please review for accuracy.** Lastly, use your mouse to create your electronic signature as prompted, then click the blue submit button. If you did not fill out all of the information, the application will not submit. Go back and provide the missing information. One you have successfully submitted the form, the agreement will be forwarded to your supervisor and upline manager for approval.

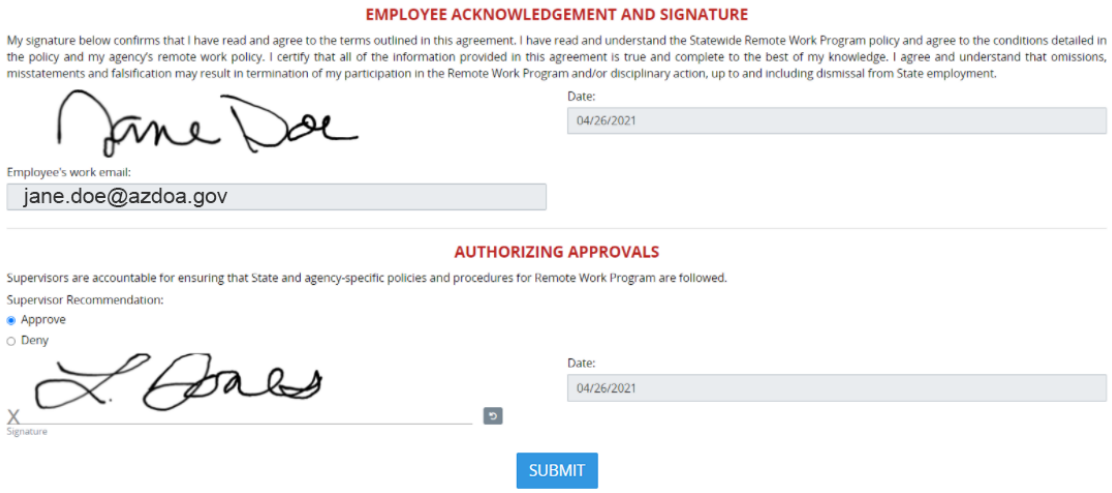
A "task completed successfully" message will appear briefly at the top of your screen.



Supervisor: The supervisor will receive an emailed link to the employee's completed and signed remote work agreement. The supervisor will log in and look for the employee's remote work agreement request in the "To Do" task list, then click on the corresponding button under options:



The supervisor will review and approve or deny the request. The agreement will be forwarded to the upline manager (if applicable). If denied, the employee will receive an email indicating the agreement was denied. The supervisor should follow up with the employee to explain the denial and how the employee should correct any errors in the agreement prior to submitting it again.



EMPLOYEE ACKNOWLEDGEMENT AND SIGNATURE

My signature below confirms that I have read and agree to the terms outlined in this agreement. I have read and understand the Statewide Remote Work Program policy and agree to the conditions detailed in the policy and my agency's remote work policy. I certify that all of the information provided in this agreement is true and complete to the best of my knowledge. I agree and understand that omissions, misstatements and falsification may result in termination of my participation in the Remote Work Program and/or disciplinary action, up to and including dismissal from State employment.

Date: 04/26/2021

Employee's work email: jane.doe@azdoa.gov

AUTHORIZING APPROVALS

Supervisors are accountable for ensuring that State and agency-specific policies and procedures for Remote Work Program are followed.

Supervisor Recommendation:

- (•) Approve
- ( ) Deny

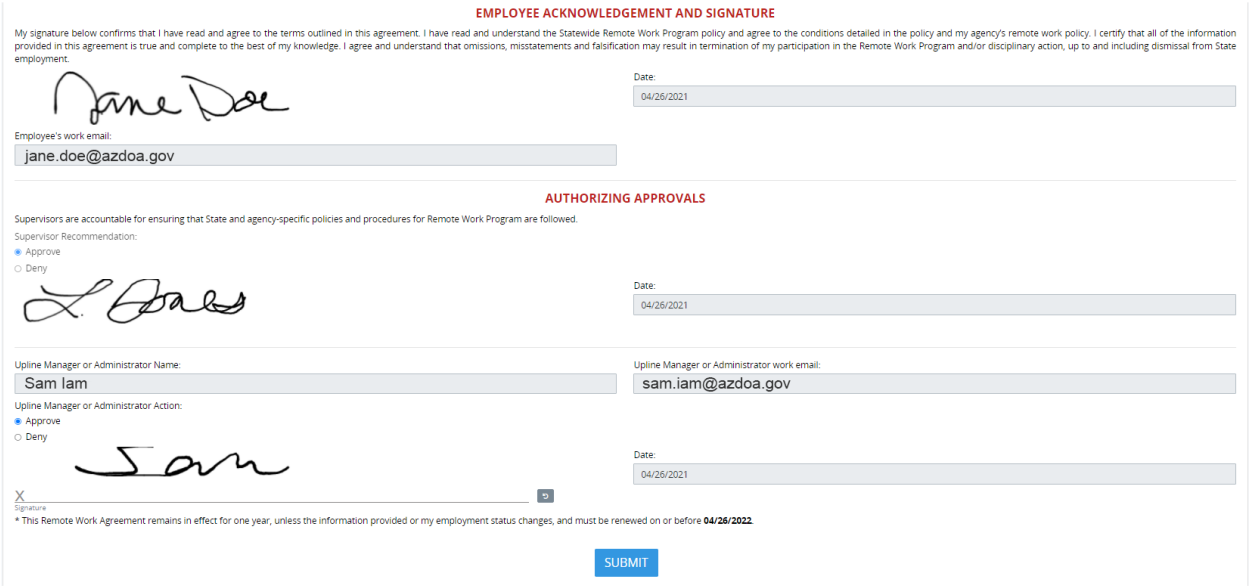
Date: 04/26/2021

X Signature

SUBMIT

If the supervisor takes no action within 10 days, the process will move to the next step (upline manager's approval). No supervisor's approval information will be filled. If the manager takes no action within 10 days, the agreement request will be automatically rejected and sent back to the employee for follow-up.

Manager: Once the supervisor has approved or denied the employee's request, the system routes the form to the upline manager. The manager will receive email notification, then log in to review and approve or deny the request in a process similar to the supervisor's. If the supervisor has denied the request, the manager should consult with the supervisor regarding the reason for denial, then determine whether to approve or deny the employee's requested remote work agreement.



EMPLOYEE ACKNOWLEDGEMENT AND SIGNATURE

My signature below confirms that I have read and agree to the terms outlined in this agreement. I have read and understand the Statewide Remote Work Program policy and agree to the conditions detailed in the policy and my agency's remote work policy. I certify that all of the information provided in this agreement is true and complete to the best of my knowledge. I agree and understand that omissions, misstatements and falsification may result in termination of my participation in the Remote Work Program and/or disciplinary action, up to and including dismissal from State employment.

Date: 04/26/2021

Employee's work email: jane.doe@azdoa.gov

AUTHORIZING APPROVALS

Supervisors are accountable for ensuring that State and agency-specific policies and procedures for Remote Work Program are followed.

Supervisor Recommendation:

- (•) Approve
- ( ) Deny

Date: 04/26/2021

Upline Manager or Administrator Name: Sam Iam

Upline Manager or Administrator work email: sam.iam@azdoa.gov

Upline Manager or Administrator Action:

- (•) Approve
- ( ) Deny

Date: 04/26/2021

X Signature

* This Remote Work Agreement remains in effect for one year, unless the information provided or my employment status changes, and must be renewed on or before **04/26/2022**.

SUBMIT

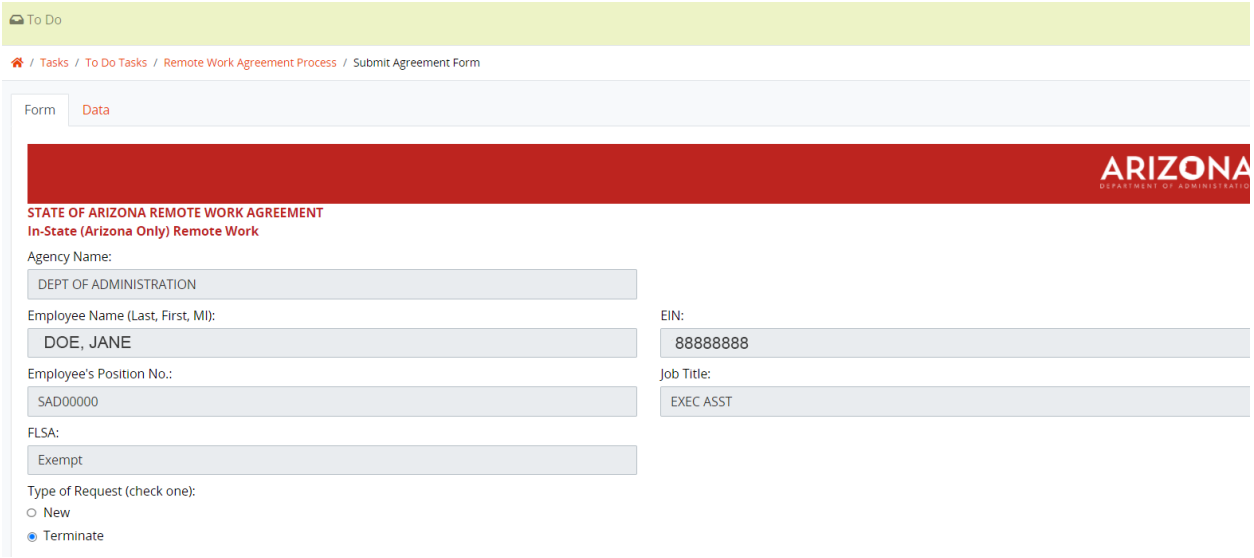
The remote work agreement remains in effect for one year and must be renewed annually; the field for the expiration date fills in automatically one year from the date the agreement is completed. If there are substantive changes to the agreement, the employee should complete a new agreement following the same process. This new executed agreement would replace the old agreement.

TERMINATING THE REMOTE WORK AGREEMENT

As noted in the Remote Work Program policy, an agency may terminate a remote work agreement at its discretion. The employee may also request to terminate a remote work agreement.

Employee-initiated termination: The employee may request to terminate the agreement via the Remote Work Agreement Termination process in the system. Before initiating this process, the employee should discuss this option with their supervisor, who will need to approve this.

To begin the process, log into the system via the YES portal. Click on the green start here button, which will bring up the system menu. Click on the start button next to Remote Work Initiate Agreement. If you have an active agreement in place, the form should default to the terminate selection (type of request) directly beneath your employee identification information. The form will populate with the information contained in your active remote work agreement.

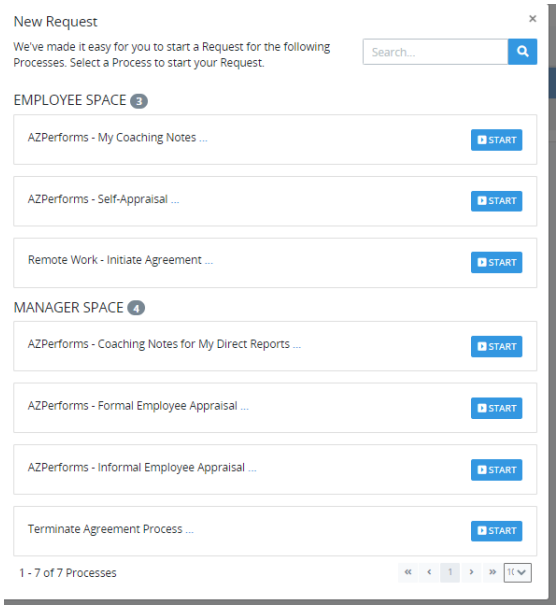


Use the mouse to electronically sign on the employee signature line at the bottom of the form, then hit submit. The request will be forwarded to your supervisor for approval, then to the upline manager for approval.

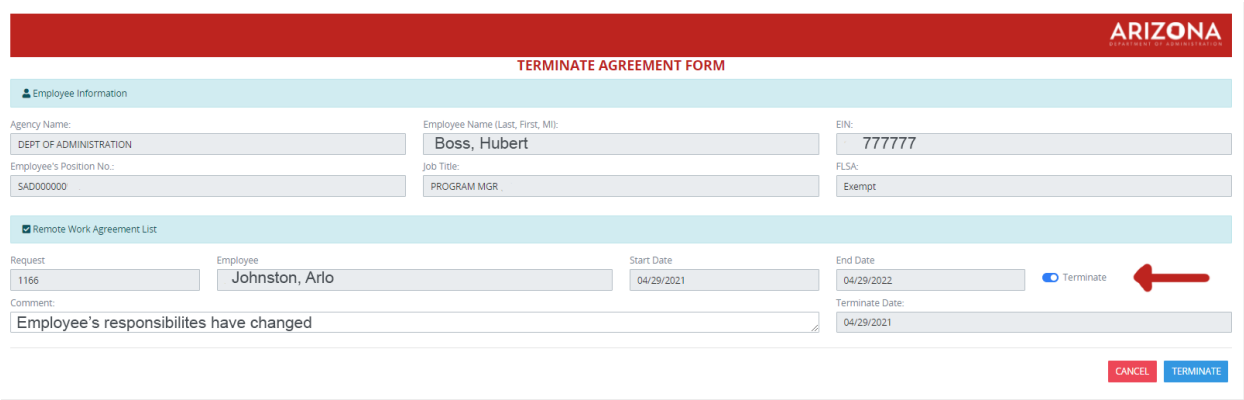
Note: If the employee initiates the termination request, the terminated agreement will be listed and linked under the my requests menu. However, if the termination is initiated by the supervisor or upline manager, this will not appear under the employee's my requests menu (the three horizontal lines on the left vertical blue bar). However, the employee will receive an email with a link to a PDF of the terminated agreement signed by the supervisor and upline manager.

Supervisor-initiated termination: The supervisor may initiate the termination process in the system Before initiating the process, the supervisor should discuss the agreement termination with the employee.

To begin the process, log into the system via the YES portal. Click on the green start here button, which will bring up a menu that includes the manager space (right):

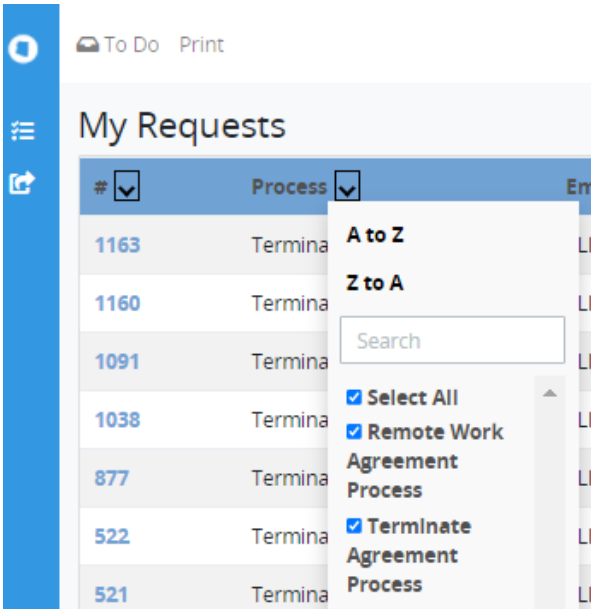


Click on the blue start button next to "Terminate Agreement Process." This will bring up the termination agreement form (below):



The form is pre-populated with your information as well as the employee's. Check to ensure the information is correct. Click the radio button labeled terminate next to the end date of the agreement (red arrow illustrated above). This will activate the termination agreement form; a blue terminate button appears at the bottom next to the cancel button. There is a section where you can add comments regarding the termination. Once you have completed the information, click the blue terminate button at the bottom of the form. The employee will receive an email notification that the termination was completed along with a link to the terminated agreement.

Manager-initiated termination: The upline manager may initiate the termination process in the system. Before initiating the process, the manager should communicate the intent to terminate the agreement with the employee as well as the supervisor.



To begin the process, log into the system via the YES portal. To see all of the termination requests, click on the my requests menu (the three horizontal lines on the left vertical blue bar), which will bring up a list of requests. If there is a long list of requests, click on the process label and sort by Terminate Agreement Process, which will list all requests to terminate. Click on the options button (far right) next to the agreement you need to terminate. This will bring up the termination form as illustrated in the previous section. Follow the same process outlined in the supervisor's instructions above. The employee and supervisor will receive email notifications and a link to the terminated agreement.