

ARIZONA'S CONNECTED WORKFORCE

STATE OF ARIZONA
REMOTE WORK AGREEMENT GUIDE
FOR STATE EMPLOYEES

**STATE OF ARIZONA
REMOTE WORK AGREEMENT GUIDE**

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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 [Arizona's Connected Workforce Remote Work Program 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 (RWA). 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 [RemoteWork.AZ.gov](#), as well as your agency's remote work policies and procedures.
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. ASPSP/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

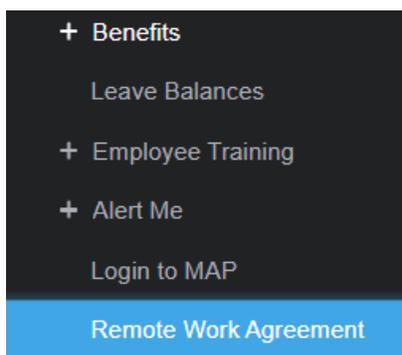
The Remote Work Training Series will provide information to help you succeed in a remote work environment. This series consists of several short training modules that cover remote work basics, communications in a remote work setting, home office safety, and security.

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

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. Please note: This application will not work with Microsoft Internet Explorer; please use another browser, such as Google Chrome or Microsoft Edge.

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

New Request ×

We've made it easy for you to start a Request for the following Processes. Select a Process to start your Request.

Q

EMPLOYEE SPACE 1

Remote Work - Initiate or Terminate Agreement ... START

MANAGER SPACE 1

Remote Work - Terminate Agreement ... START

1 - 2 of 2 Processes « < 1 > » 10 ▾

Under Employee Space, click on the blue start button next to “Remote Work Initiate or Terminate Agreement” 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):

To Do

🏠 / Tasks / To Do Tasks / Remote Work Agreement Process / Submit Agreement Form

Form Data

ARIZONA
DEPARTMENT OF ADMINISTRATION

STATE OF ARIZONA REMOTE WORK AGREEMENT

Agency Name: DEPT OF ADMINISTRATION	EIN: 88888888
Employee Name (Last, First, MI): DOE, JANE	Job Title: EXEC ASST
Employee's Position No.: SAD00000	
FLSA: Exempt	

Type of Request (check one):
 New
 Terminate

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. 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:

State: City: Zip Code:

Employees working outside the State of Arizona must have a completed and approved GAO-75 form on file. Please contact your Agency HR if you have questions or need assistance.

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: |
| <input type="checkbox"/> Sat | <input type="checkbox"/> Sat |
| <input type="checkbox"/> Sun | <input type="checkbox"/> Sun |
| <input checked="" type="checkbox"/> Mon | <input type="checkbox"/> Mon |
| <input checked="" type="checkbox"/> Tue | <input type="checkbox"/> Tue |
| <input type="checkbox"/> Wed | <input checked="" type="checkbox"/> Wed |
| <input type="checkbox"/> Thu | <input checked="" type="checkbox"/> Thu |
| <input type="checkbox"/> Fri | <input type="checkbox"/> 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

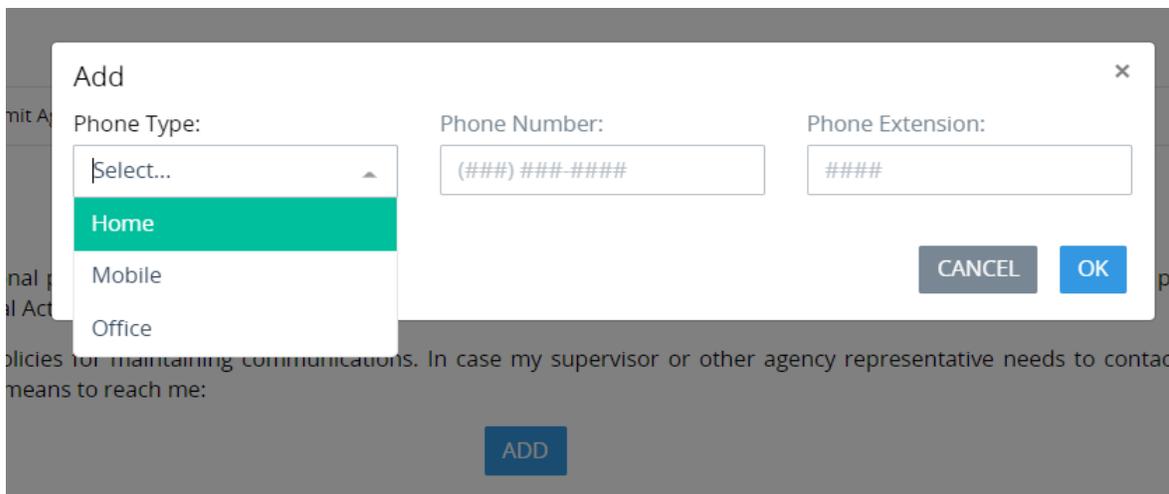
provide your primary (and secondary, if applicable) phone number, including area code. Click on the Add button, which will activate a pop-up screen to enter your telephone number:

- 6. I will follow established best practices and agency policies for maintaining communications. In case my supervisor or other agency representative needs to contact me, I am providing the following alternative phone numbers (including area code) as a means to reach me:

Phone Description:



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 the 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.):

Laptop, cell phone, two monitors, docking station, headset

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.

9. I agree to the following terms that are unique to my Remote Work Agreement (click the button for Not Applicable if you have no information to include here):

Not applicable

If your agency has internal remote work policies and/or procedures, reference those documents here. If your supervisor has specific terms, please reference those here, such as: Per agreement with my supervisor, I shall take a lunch break on my remote work days from 12:00 - 1:00 p.m. During this time, I will forward my phone to my colleague, John Doe

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, type in your name 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 be submitted. Go back and provide the missing information. Once you have successfully submitted the form, the agreement will be forwarded to your supervisor for approval. If your agency requires a second level of management approval, the agreement also will be forwarded to your upline manager.

EMPLOYEE ACKNOWLEDGEMENT AND SIGNATURE

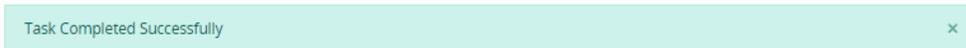
My signature below confirms that I have read and agree to the terms outlined in this agreement. I have read and understand the Statewide Remote Work Program policy and agree to the conditions detailed in the policy and my agency's remote work policy. I certify that all of the information provided in 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.

Signature: Date:

Employee's work email:

SAVE & FINISH LATER
SUBMIT
CANCEL

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. **When clicking the link to sign in, please choose the option, Sign on with SSO.** 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:

#	Process	Employee Name	EIN	Task Name	Started	Status	Options
667	Remote Work Agreement Process	JANE DOE	888888	Review Agreement	04/26/2021 04:58:43 PM	ACTIVE	

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. If the supervisor denies the agreement, this employee is notified. If the reason for the denial is due to erroneous or missing information in the agreement, the supervisor should share this with the employee so they can correct it.

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.

Signature: Date:

Employee's work email:

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

Signature: Date:

If the supervisor takes no action within 12 days, the process will move to the next step (upline manager's approval if required by the agency). No supervisor's approval information will be included. If the manager takes no action within 12 days, the agreement request will be automatically rejected and sent back to the employee for follow-up.

Upline Manager: The agreement allows for a second level of management approval if an agency requires it. Once the supervisor has approved or denied the employee's request, the system routes the form to the upline manager if required. 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.

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.

Signature: Date:

Employee's work email:

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

Signature: Date:

Upline Manager or Administrator Name: Upline Manager or Administrator work email:

Upline Manager or Administrator Action:
 Approve
 Deny

Signature: Date:

* 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 12/21/2022.

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.

MAKING MINOR CHANGES TO THE REMOTE WORK AGREEMENT

If the agreement is denied by the supervisor or upline manager, it will be returned to the employee. If the employee realizes after submitting the form that there is a minor error (i.e., an incorrect phone number or missing information), employees can correct errors in the agreement by clicking on the request in their To Do dashboard:

To Do

Show 25 entries

#	Process	Employee-Name	EIN	Task-Name
173630	Remote Work - Initiate or Terminate Agreement	Jane Doe	828282	Retrieve Agreement

Showing 1 to 1 of 1 entries

Then scrolling down to the bottom and click retrieve form:

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 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 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 e

Signature: Date:

Employee's work email:

RETRIEVE FORM

This action will bring up the agreement and allow the employees to make the appropriate changes, then submit it again for supervisor and manager approval. Employees will receive an email notification when the agreement is approved or terminated by their supervisor. **Note:** the ability to retrieve the agreement to edit it will only be available when the agreement is in the approval process. If it has been approved, the only way to make changes is to terminate the active agreement and create a new one.

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. Please note: the agreement must complete the full approval process before it can be terminated. The agreement cannot be terminated before the submittal cycle is complete. If the supervisor or upline manager denies the

agreement, the employee has the option to make changes to the agreement if the denial was the result of an error in the content of the 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.

The screenshot shows a web form titled "STATE OF ARIZONA REMOTE WORK AGREEMENT". At the top right, there is an "ARIZONA DEPARTMENT OF ADMINISTRATION" logo. The form contains several input fields: "Agency Name" with "DEPT OF ADMINISTRATION", "Employee Name (Last, First, MI)" with "DOE, JANE", "Employee's Position No." with "SAD00000", and "FLSA" with "Exempt". Below these is a "Type of Request (check one)" section with two radio buttons: "New" and "Terminate", where "Terminate" is selected. The breadcrumb trail at the top reads: "Tasks / To Do Tasks / Remote Work Agreement Process / Submit Agreement Form".

The employee may select NEW, instead of defaulting to TERMINATE, which allows employees to modify/create new without terminating before creating a new one. Complete the requested information, type your name 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. This process will terminate the previous agreement and replace it with a new agreement.

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, 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. The employee will be able to see the terminated agreement by going to the Print RWA page.

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 button, which will bring up a menu that includes the manager space (right):

The screenshot shows a "New Request" interface. At the top, there is a search bar with the text "Search...". Below the search bar, there are two main sections: "EMPLOYEE SPACE" and "MANAGER SPACE". Under "EMPLOYEE SPACE", there is a button labeled "Remote Work - Initiate or Terminate Agreement ..." with a "START" button next to it. Under "MANAGER SPACE", there is a button labeled "Remote Work - Terminate Agreement ..." with a "START" button next to it. At the bottom, there is a pagination indicator "1 - 2 of 2 Processes" and a navigation bar with arrows and a "10" dropdown.

Click on the blue start button next to “Remote Work - Terminate Agreement.” This will bring up the termination agreement form (below):

ARIZONA
DEPARTMENT OF ADMINISTRATION

TERMINATE AGREEMENT FORM

Employee Information

Agency Name: DEPT OF ADMINISTRATION
 Employee Name (Last, First, MI): Boss, Hubert
 EIN: 777777
 Employee's Position No.: SAD000000
 Job Title: PROGRAM MGR
 FLSA: Exempt

Remote Work Agreement List

Request	Employee	Start Date	End Date	
1166	Johnston, Arlo	04/29/2021	04/29/2022	<input checked="" type="radio"/> Terminate

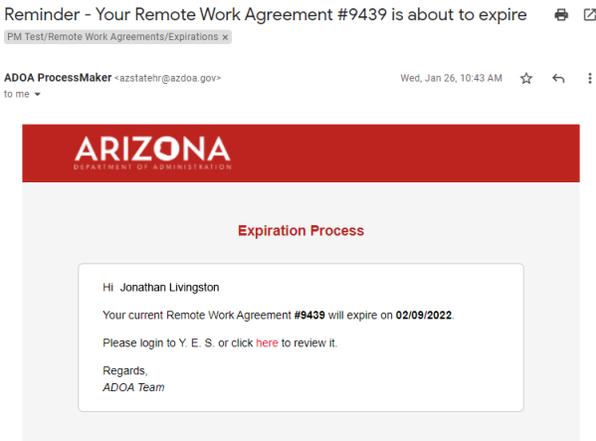
Comment: Employee's responsibilities have changed
 Terminate Date: 04/29/2021

CANCEL **TERMINATE**

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, which will process the termination request.

RENEWING THE REMOTE WORK AGREEMENT

Each remote work agreement remains in effect for one year, then must be renewed. Employees will receive an email notification that their remote work agreement is set to expire within 14 days; the email (below, left) will include a link to log into the YES portal (below, right; use LOG IN WITH SSO).



Username

Password

Remember me

LOG IN

[Forgot Password?](#)

LOG IN WITH SSO

Ideally, employees should initiate the renewal before the current agreement expires. If employees log in and try to start a new remote work agreement before their current one has expired, the current form will automatically come up with the terminate option selected (below):

Employees should instead check the new request option. This option will load the information from their current remote work agreement so they can review the current information and make any necessary changes, then submit it to their supervisor for review and approval.

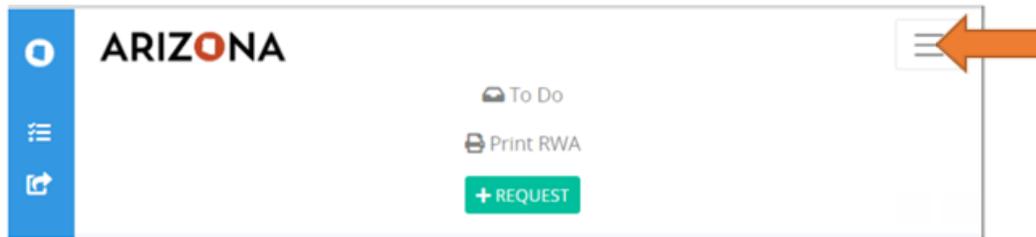
If the RWA expires before it is renewed, the form will default to new and only include the employee's HRIS information (agency name, employee name, EIN, position number, job title and FLSA designation). Employees must complete the other required fields in the document, then submit for supervisor approval.

Note: the upline manager will not need to approve unless the agency specifically requires this second line of approval. Employees who are experiencing technical issues with their online remote work agreement should email HRISServiceDesk@azdoa.gov.

TROUBLESHOOTING TIPS

Here are some general troubleshooting tips to address common issues when completing the online remote work agreement:

1. **Do Not Use Internet Explorer** - using Google Chrome is preferred.
2. **Maximize** the RWA screen that pops up (click on the three-line menu as shown by the orange arrow in the illustration below); you will then see the green **+REQUEST** button.



3. Select that +REQUEST button to begin your RWA.
4. On the next page you are looking for a blue **START** Button.
5. Fill out all necessary fields according to your Agency's guidelines - ask your supervisor if you are unclear about this.
6. Type your name, which will indicate your signature.
7. Hit **Submit** and you should be done!