

## DEFINITIONS

1. **Authorizing manager:** is the senior administrator (executive) over a division or an area.
2. **District:** is inclusive in meaning: San Jose City College, Evergreen Valley College, off-site offices, and the District office.
3. **Home department:** means the department or work unit where the employee was hired to perform their job duties.
4. **Immediate supervisor:** is the person who is responsible for supervising the work of an employee.
5. **Ongoing Remote Work:** refers to an approved remote agreement that is regular and on-going unless revoked or expiration of the program. There may be a set day of the week or month that the employee is working remotely.
6. **Remote Work Agreement:** is an agreement whereby the employee's essential functions can be performed 100% remote for a percentage of a workweek. In most cases, remote work will not exceed 20% of an employee's workweek. For example, a typical workweek is 5 days per week or 40 hours per week. 20% = to 1 day per week or 8 hours.
7. **Remote Work Program Application/Agreement (RWPA):** refers to both the application form that once signed, becomes the formal agreement. If approved, the fully executed document will be the agreement between the employee and their supervisor.
8. **Remote Work:** Is an off-site arrangement that permits employees to work in or near their homes, or other worksites for all or part of a work week. The concept of remote work is that employees can successfully execute projects and daily tasks without needing to commute to an office each day.
9. **Remote Work Location:** is usually an off-site location that is not the employee's home department or worksite. In most instances it is the employee's home that meets all the requirements in these procedures.
10. **Seasonal Remote Work:** can be implemented in departments where it is difficult to have on-going remote work agreements but there are periods of time during the year where it is possible such as: spring break, winter intersession, or other similar periods.
11. **Remote Work Program (RWP):** is a temporary program implemented by the SJECCD district to allow eligible employees to work 20% remotely or more as determined to be practical.

*Note: This document will continue to evolve and will be updated as appropriate.*