



ACC'S QUICK GUIDE TO **WORKING REMOTELY**

Follow these procedures and tips to help you stay on track while working remotely.

EMPLOYEE **TIPS & PROCEDURES**

BE EQUIPPED

Request the use of an ACC technical device (i.e., laptops, tablets, etc.) by visiting <https://itservicedesk.alvincollege.edu>. If an ACC device is unavailable, you may use and set up a personal device.

BE PRODUCTIVE

Maintain productivity and performance expectations. Perform your normal job duties as well as additional duties that may be assigned. Complete work in a timely manner. Submit a weekly status report to your Supervisor detailing completed and outstanding tasks.

ELIMINATE DISTRACTIONS

Create a safe and proper worksite without interference from dependents or others in the home.

BE AWARE OF TAX IMPLICATIONS

Acknowledge the use of your home may have federal income tax implications, which is your responsibility.

STAY IN TOUCH

Remain readily available through technology designated by your Supervisor which may include computer, mobile phone, email, messaging application, videoconferencing, or text messaging during normal business hours.

PARTICIPATE

Be available for all meetings, training, and other events as determined by the supervisor. (Examples may include, but are not limited to division or department meetings, staff meetings and online training sessions).

TRACK HOURS WORKED

Record the hours you work in the usual online timecard by the designated payroll deadline.



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