Rev. 01/05/24

ATTENDANCE EXPECTATIONS

This document outlines the expectation for attendance and work location if different from those established in your Job Description.

Employee Name:
Term of Employment:
% FTE (e.g.,100% FTE):
Supervisor Name:

A. Standard Work Schedule:

Day	Mon	Tue	Wed	Thurs	Fri
Offsite start time					
Offsite end time					
Onsite start time					
Onesite end time					

B. Primary Offsite Location (alternative offsite locations are allowed on interim basis):

Address:
City, State:
Zip Code:
Phone Number:

C. Alternative Offsite Location:

Address:
City, State:
Zip Code:
Phone Number:

D. NMC-owned Property at Your Primary Offsite Location (e.g., furniture, monitors, desktops, etc.):

1. _____
2. _____
3. _____
4. _____

E. Acknowledgements and Certifications:

Regarding the offsite work documented in this form, by signing below, I certify and acknowledge the following:

- *I understand that all equipment, furniture, records, and materials provided by NMC remain the property of NMC.*
- *I agree to return NMC property, including records, and materials within five business days of termination of my employment agreement with NMC.*
- *Upon request, I will return any NMC-owned property for inspection, repair, replacement, or repossession within five business days.*
- *I agree to use NMC-owned equipment, records, and materials for NMC business only and to protect them against unauthorized or accidental access, use, modification, destruction, or disclosure. The precautions described in this agreement apply regardless of the storage media on which information is recorded, the locations where the information is stored, the systems used to process the information, or the processes by which the information is handled.*
- *I agree to report to NMC any instances of loss, damage, or unauthorized access at the earliest reasonable opportunity.*
- *I agree to allow NMC electronic and/or physical access to NMC-owned property for purposes of assessing safety, property maintenance, and security methods, as well as job performance.*
- *My duties and responsibilities are the ones listed in my Job Description regardless of work location.*
- *All Employee Manual policies apply to me regardless my work location.*
- *I agree to maintain a work environment that is ergonomically sound, clean, safe, and free of obstructions and hazardous situations.*
- *I agree to report work-related injuries to my supervisor at the earliest reasonable opportunity.*
- *I agree to hold NMC harmless for injury to others at the offsite location.*
- *I understand that I am responsible for tax consequences, if any, of working offsite, and for conformance to any local zoning regulations.*

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| Employee Signature | Supervisor Signature | Date |