

**MAINE DEPARTMENT OF CORRECTIONS
REMOTE WORK AGREEMENT AND CONDITIONS**

Resident:

MDOC #:

A. Mandatory Conditions

1. I shall be employed in an approved job _____.
2. I shall abide by the Adult Resident Computer Use and/or Internet Access Agreement (Attachment A to Department Policy (AF) 24.10, Adult Resident Use of Computers and/or Access to the Internet).
3. If I resign from employment, I shall notify the employer and the facility Community Programs Coordinator, or other designated staff, two weeks prior to the effective date of the resignation.
4. I shall relinquish to the Chief Administrative Officer, or designee, all compensation received by me with the understanding that required obligations shall be deducted in accordance with the collection priority list (Attachment A to Department Policy 2.12, Resident Accounts).
5. I shall file State and Federal tax returns annually.
6. I shall not ask for or accept advance compensation.
7. I shall not perform work outside the scope of the job description for the position for which I am employed.
8. I shall resign from any facility-based paid work assignment if required by the Unit Team.
9. I shall not enter into any contractual agreement without the written permission of the Chief Administrative Officer, or designee.
10. I shall comply with Department Policy (AF) 20.1, Resident Discipline, and other Department policies to the extent applicable.
11. I shall comply with all applicable state, federal, and other laws.
12. Mandatory Conditions, if applicable:
 - ☐ I shall take all reasonable steps to avoid contact with any person with whom I am prohibited from having contact, including but not limited to: _____.
 - ☐ I shall report to designated facility staff any contact with any person with whom I am prohibited from having contact and shall follow the instructions of the staff for avoiding further contact.
 - ☐ If I have been sentenced to probation or supervised release for sex offenders, I shall, as applicable and practicable, comply with all court-ordered conditions of probation or supervised release while working remotely, including any condition that is currently in effect, is to become effective at a later date, or is no longer in effect as the result of a revocation.

B. Additional Conditions: _____

I agree to abide by the above conditions. I understand that a violation of the above conditions may result in, but is not limited to, termination from remote work, new criminal charges, a revocation of probation or supervised release for sex offenders, if applicable, and/or facility disciplinary action.

I understand that I may be terminated from remote work at any time at the sole discretion of the Commissioner, or designee, or the facility Chief Administrative officer, or designee.

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I hereby acknowledge that I have read the above, have had the above explained to me, and understand the Maine Department of Corrections Mandatory Conditions and Additional Conditions governing me while working remotely.

I have received a copy of this agreement and conditions.

Signature of Resident

Date

Signature of Witness

Date