

Blackboard[®]

TO: Gregg Pavlik, Product Manager
FROM: Daniel Seeley, Senior Director, Product Management
DATE: October 1, 2019
CC: Nicole Morton, Manager, HR Consulting & Shared Services
SUBJECT: Remote Work Arrangement

As we discussed, Blackboard employees will be vacating the State College office space at the end of March 2020. Effective March 30, 2020, you will transition to a full-time remote employee as it has been determined that your role is one where a remote work arrangement is feasible, and your performance meets the standard necessary for success in a remote capacity.

This memorandum documents the plan we have developed regarding your remote work arrangement, and it does not change the “at-will” nature of your employment. As a remote employee, your status will remain the same, including pay, benefits, work schedule, job responsibilities, standards of conduct, performance, etc.

Also, it is important to understand that if business needs change and/or your performance warrants that working in a Blackboard office is necessary for continued employment, we may require you to return to work at the appropriate Blackboard office location. Should you choose not to do so, that would be considered a resignation from the company and your final day would be the date Blackboard had set as your return date to work in a Blackboard office.

Below, I have included the key success measures that we will use to evaluate this arrangement:

1. Your performance must remain at an acceptable level and is not negatively affected by the remote work arrangement.
2. Have a quiet and secure working location where meetings can be conducted without interruptions.
3. Your communication with internal and external contacts is not hampered in any way. Via phone, email and/or instant messenger, you should be fully accessible in the same way you are in the office.
4. Current job and performance expectations remain the same and do not change as a result of your remote work arrangement.

Blackboard strives to create a positive working environment for our employees. As such, I am committed to working with you to ensure your continued success as part of the Community Engagement team. If there is any way I can assist you, please feel free to contact me at any time.

I have read, understand, and agree to the terms and conditions of this memorandum, as well as Blackboard’s policy on Remote Work Arrangements (and the Telecommuting Tips for Employees, if appropriate), and agree to the terms prescribed therein. These documents can be found within the “Employees” tab on [Bb Central](#), on the “Flexible Work Arrangements” page.

DocuSigned by:

Gregg Paulik

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Employee Signature

10/2/2019

Date

DocuSigned by:

Daniel W Seeley

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Manager Signature

10/2/2019

Date

HR Approval:

DocuSigned by:

Nicole Morton

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HR Representative Signature

10/8/2019

Date