

TEMPORARY TELECOMMUTING REQUEST AND AGREEMENT FORM

Monroe Community College allows temporary telecommuting arrangements in cases of emergency or extraordinary situations. This document must be completed when an employee is requesting such an arrangement and is intended to ensure that both the supervisor and the employee have a clear, shared understanding of the employee’s telework arrangement. Each telecommuting arrangement is unique depending on the needs of the position, supervisor, employee, and the College. The general expectation for a telecommuting arrangement is that the employee will effectively accomplish their regular job duties, regardless of work location. If there are telecommuting-specific job duties and/or expectations, they should be discussed by the employee and the supervisor, and are subject to the appropriate College officer’s approval.

This telework agreement is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship or any applicable collective bargaining agreements.

Employee Telework Information

Employee Name:	
Job Title:	
Department:	
Employee Contact Information	
Supervisor:	
Location where telework will be performed:	
Telework arrangement effective dates (no more than one week):	—
Days of week and hours when telework will be performed	
Methods that will be used for communication (e.g., phone, email, and video conference)	
Core tasks and responsibilities to be performed, include but are not limited to:	

Telework Arrangement Modification

Initial telework agreements cannot exceed one week. The extension of an existing agreement requires weekly renewal by the supervisor. Either the employee or their department may end an employee requested telework arrangement by providing no less than one (1) working days' written notice.

In-Person Meetings

If conditions permit, the employee will attend in-person job-related meetings, training sessions and conferences, as requested by the supervisor. In addition, the employee may be required to attend meetings on short notice

Equipment and technology access

The employee assures that the alternate worksite is safe and free from distraction and interruption and has appropriate access to the internet or other connectivity required for offsite work. The equipment used will be specified below and whether it will be employee or employer provided. In the event of equipment failure or service interruption, the employee must notify employer immediately to discuss alternate assignments or other options.

Equipment	Provided by (Include Decal # of College Equipment)	Responsible for loss or damage

Policies and Procedure Acknowledgement

Employee Initials

I have read and understand Monroe Community College's Temporary Telecommuting Protocol	
I understand that, regardless of my work location, I am must comply with the College's conduct policy and computer use policy.	

Employee signature: _____ Date: _____

Supervisor Approval: _____ Date: _____

Vice President Approval: _____ Date: _____

*Signed copies of the Temporary Telecommuting Request and Agreement Form must be retained by the supervisor and filed with Human Resources. A copy must also be provided to the employee.

A denial of a request to telecommute may be appealed by the employee in writing within 24 hours of the denial. The appeal should be directed to the College President or designee and state the reasons for the disagreement with management's decision. A decision on the appeal shall be rendered by the Director of Human Resources or designee within seven (7) calendar days stating the reason for the decision if denied.