



## Telecommuting Agreement

*Please complete and return to Human Resources. Each request will be handled individually.*

*Please Type or Print*

Employee Name:	Date of Request:
Department:	
Job Title:	Supervisor:

Justification for Telecommuting:

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Please outline the work hours and communication requirements established between the telecommuter and supervisor. *(This should include the planned schedule, including days and hours expected each week, and the manner and frequency of communication.)*

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*By signing this Agreement, both the employee and supervisor acknowledge that they have read and, if the request is approved, agree to the terms outlined in the Telecommuting Policy Summary on page two. Both should also take time to review MTECH Policy 300.318, "Telecommuting Policy and Procedure," for the full policy details and expectations.*

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Employee Signature:

Date

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Supervisor Signature:

Date

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Director Signature:

Date

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Associate Vice President Signature:

Date

## Telecommuting Policy Summary:

- Telecommuting is not a universal right or benefit and may not be appropriate for all roles or employees.
- Supervisor approval and regular evaluation (at least monthly) are required to maintain a telecommuting arrangement.
- Supervisors are responsible for verifying hours worked, performance, deadlines, and communication.
- Telecommuters must:
  - Maintain a safe, professional, and distraction-free workspace.
  - Not provide primary care for dependents during telecommuting hours.
  - Be available by phone or electronically during scheduled hours.
  - Record hours, vacation, and leave accurately, as if working on-site.
- Work hours must be spent on work-related tasks only; personal time must not be submitted as work time.
- Workers' Compensation covers only work-related injuries during scheduled work hours.
- Any request for accommodation due to a medical impairment must go through Human Resources.
- Telecommuters are generally expected to use their own equipment and release the College from any liability.
  - If College equipment is used:
    - Care must be taken, and employees may be liable for damage caused by negligence.
    - Equipment must not be used for personal reasons beyond minimal incidental use.
- College IT policies apply at home just as they would on campus.
- **No confidential/protected data may be stored on personal devices.**
- Internet costs are generally not reimbursed. Any business expenses require prior approval and documentation.
- Employees on continuous leave may not telecommute, and any telecommuting while on leave must be cleared with HR.