



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:

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.)*

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 policy. Full policy details and expectations are outlined in MTECH Telecommuting Policy 300.318, and Telecommuting Procedure 300.318A. A brief summary is provided on page two.

Employee Signature: *Date*

Supervisor Signature: *Date*

Director Signature: *Date*

Associate Vice President Signature: *Date*

Telecommuting Policy Summary

Please refer to the full policy and procedure for full details.

- Telecommuting is not a universal right or benefit and may not be appropriate for all roles or employees.
- Supervisor approval and regular evaluation are required to maintain a telecommuting arrangement.
- Supervisors are responsible for verifying hours worked, performance, deadlines, and communication.
- Telecommuters must:
 - Be available by phone or electronically during scheduled hours.
 - Maintain a safe, professional, and distraction-free workspace.
 - Not provide primary care for dependents during telecommuting 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.