

TELECOMMUTING REQUEST FORM

Name: _____ SSN# _____

When a telecommuting arrangement is implemented, the following conditions will apply:

1. Telecommuting/flexible work schedule may be terminated, with proper notice, by the department at any time. Requests by the employee to terminate the telecommuting/flexible work schedule will be considered by the department supervisor at any time.
 - Telecommuting/flexible work schedule to begin _____.
 - Telecommuting/flexible work schedule to be concluded _____.
2. Telecommuting/flexible schedule days and hours are scheduled as follows and will not be substituted without the prior approval of the supervisor:
 - In-office days and hours will be:
 - Telecommuting/flexible schedule days will be:
 - Telecommuting/flexible schedule hours will be:
 - Telecommuting work site has been designated as:
3. The duties, obligations, responsibilities and conditions of the telecommuter or flexible work schedule employee's employment with the College remain unchanged. The employee's salary, retirement, vacation and sick leave benefits, and insurance coverage shall remain the same.
4. Work hours, overtime compensation, use of sick leave, and approval for use of vacation will conform to the College's policies and procedures, departmental guidelines, and to the terms otherwise agreed upon by the employee and the supervisor.
5. Performance expectations and goals for completing telecommuting/flexible work schedules have, and will continue to be, discussed with the employee. (Attach any relevant documents.)
6. The method of review regarding telecommuting/flexible schedules has been discussed with the employee. The employee may be required to attend on campus meetings for which they will be notified in advance of the meeting. The employee will not be reimbursed for travel costs to such meetings. (Attach any relevant documents.)
7. The use of equipment, software, data, supplies and furniture, when provided by the College for use at a remote work location, is limited to authorized persons and for purposes related solely to College business.

8. Telecommuting employees shall designate a workspace for installation of equipment to be used in the telecommuting arrangement. The telecommuting employee must maintain this workspace in a safe condition, free from hazards and other dangers to the employee and the equipment.
9. The College's Workers' Compensation program provides coverage for injuries and illnesses incurred in the course and scope of employment. "Course and scope of employment" is limited to the hours and locations described in this arrangement.
10. In the event of delay in repair or replacement of equipment, or other circumstances under which it would be impossible for the telecommuting employee to telecommute, the employee may be assigned by the supervisor to do other work and or be assigned to another work location.
11. When College equipment is provided to the telecommuting employee, the employee is responsible for seeing that the equipment is properly used. Equipment in need of repair will be returned to the College by the employee for service and/or replacement.
12. When the telecommuting employee uses her/his own equipment, the employee is responsible for maintenance, repair or replacement of that equipment.
13. The telecommuting employee remains liable for injuries to third persons and/or members of employee's family arising from the employee's premises.
14. Requests by the telecommuting/flex scheduled employee to work overtime, use sick leave, or schedule vacation or other leave must be approved in advance by the employee's supervisor in the same manner as when the employee is working at the department location.
15. If a telecommuting employee is sick while working at home, the telecommuter shall notify the supervisor in the same manner as required of the employee when working at the department location. The employee will then report those hours used for sick leave on the appropriate form.
16. Employees who telecommute may be asked to participate in studies, inquiries, reports or analyses relating to telecommuting for the College. The employee's individual responses would remain anonymous, but the data might be compiled and made available to the public without identification of employees.
17. Telecommuting/flex scheduled employees remain obligated to comply with all College rules, policies, practices and instructions. Violation of such

rules, policies, practices and instructions may result in preclusion from telecommuting/flexible arrangement and/or disciplinary action up to and including dismissal.

18. Individual tax implications related to the home work space shall be the responsibility of the telecommuter. Telecommuting employees are advised to consult a tax expert.

19. With reasonable notice, the College may make on-site visits to the telecommuting employee's home to determine if the work site is safe and free from hazards, and to maintain, repair, inspect or retrieve College-owned equipment, software, data and supplies.

The above Telecommuting/Flexible Work Schedule Arrangement has been reviewed with me prior to beginning the arrangement.

Employee _____ Date: _____

Supervisor _____ Date: _____

Second Level Supervisor _____ Date: _____

Once the arrangement has been approved, the Supervisor and the Environmental Health Manager will visit the home of the employee and review the work location.

Environmental Health Manager _____ Date: _____