

SUOAF-AFSCME TELECOMMUTING REQUEST

In accordance with Article 16.7 of the SUOAF-AFSCME Collective Bargaining Agreement, the President or his/her designee may authorize an individual to perform work from a remote site. Telecommuting is by mutual agreement only.

The employee must have adequate Internet at the employee's expense at the proposed telecommuting site. The employee must have a job function acceptable for telecommuting, i.e., one that can be performed at a remote site without diminishing the quality of the work, the availability of services, or disrupting the productivity of an office.

While telecommuting, the employee shall be reachable by telephone, text or email during agreed-upon work hours. The employee and supervisor shall agree on expected turnaround time and the medium responses which, during the work week, in no case shall be more than 24 hours after the employee was initially contacted. Employees should be available to be on the work site and no more than ½ day car drive away should the supervisor unexpectedly need the employee to be present at their work site.

Management reserves the right to revoke this approval with at least 10 business days written notice. This telecommuting arrangement can be made for a period not to exceed three (3) months in accordance with Article 16.7.3 of the SUOAF-AFSCME Collective Bargaining Agreement.

Employee Name

Employee ID #

Employee's Campus/Work Location

Employee's Job Title

Begin Date

End Date

Brief Description of Request

Requested Telecommuting Schedule - (Please specify actual hours e.g. 8:30 to 4:30)

Employee Signature

Date

Name of Immediate Supervisor

Title

Approved?

Signature

Date

Yes

No

Name of Vice President, Assoc. Vice President
or Manager/Supervisor for Functional Area

Title

Approved?

Signature

Date

Yes

No

Name of Chief HR Officer (Campuses) or Vice
President of Human Resources (System Office)

Title

Approved?

Signature

Date

Yes

No

The supervisor and telecommuter will formulate objectives, expected results, and evaluation procedures for work completed while the employee is telecommuting. The supervisor will monitor and evaluate performance by relying more heavily on work results rather than direct observation. The supervisor and employee will meet at regular intervals to review the employee's work performance.

Once all of the signatures have been obtained and this request is approved, the original form will be kept on file in Human Resources. HR will provide a copy of the signed form to the member and the union.