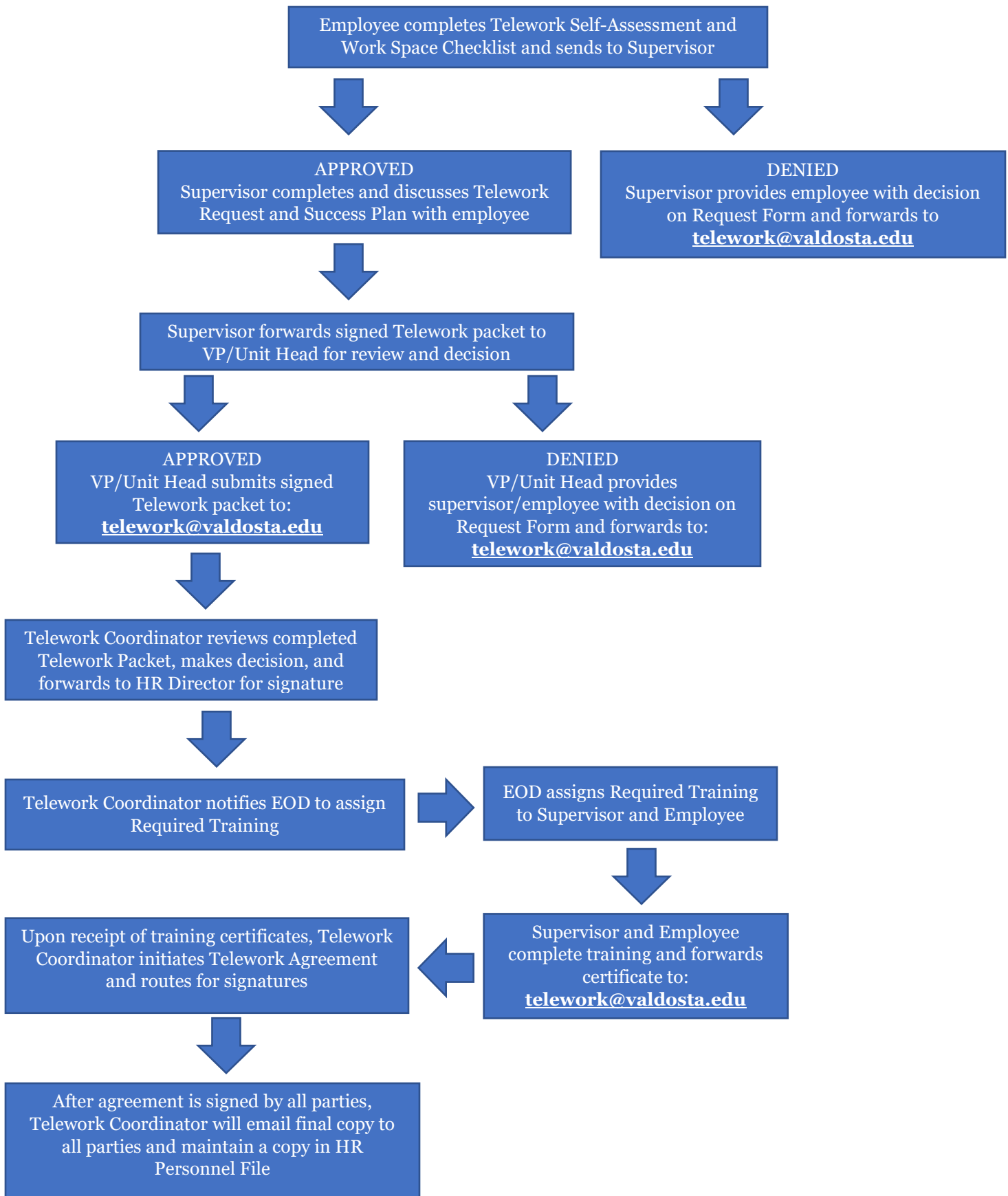


## Telework Agreement Process

- 1) Employee completes Telework Self-Assessment Form and Work Space Self-Certification Checklist and Safety Guidelines for the Telework Location Form. Employee sends both forms to Supervisor for Review and Decision.
  - a) Upon Approval, the Supervisor and employee will collaborate to complete the Telework Request and Success Plan Form. Supervisor will forward Telework Packet (all forms) to VP/Unit Head for Review and Decision.
  - b) Upon Denial, the Supervisor will utilize the Telework Request and Success Plan to annotate Decision to the employee. Telework Packet (all forms) will be sent to the Telework Coordinator at [telework@valdosta.edu](mailto:telework@valdosta.edu).
- 2) VP/Unit Head receives Telework packet from Supervisor
  - a) Upon Approval, the VP/Unit Head will annotate approval, sign the Telework Request Form and forward packet to Telework Coordinator at [telework@valdosta.edu](mailto:telework@valdosta.edu).
  - b) Upon Denial, the VP/Unit Head will utilize the Telework Request and Success Plan to annotate Decision and return to the Supervisor and Employee. VP/Unit Head will forward Telework Packet (all forms) to the Telework Coordinator at [telework@valdosta.edu](mailto:telework@valdosta.edu).
- 3) Upon receipt of Telework Packet, the Telework Coordinator will review and make decision. If approved, Telework Coordinator will:
  - 1) Forward document to HR Director for signature.
  - 2) Notify EOD to assign required Telework Training to Supervisor and Employee
    - a) EOD assigns Telework Training to Supervisor and Employee
    - b) Supervisor and Employee complete training
    - c) Supervisor and Employee send Telework Training Certificate to Telework Coordinator at [telework@valdosta.edu](mailto:telework@valdosta.edu)
- 4) After training certificates have been received, Telework Coordinator will initiate the Telework Agreement and forward to all parties for signature. After receiving signed Telework Agreement, Telework Coordinator will send an Approval to Telework email and attach the Final Signed Telework Agreement.
- 5) A copy of the completed Telework packets will be added to the Employee's Personnel File.
- 6) New Telework Packet must be submitted for renewal no later than **30 days before** expiration of current Telework Agreement to Telework Coordinator @ [telework@valdosta.edu](mailto:telework@valdosta.edu). (Example: Current telework agreement is valid from July 1, 2022 - June 30, 2023. New Telework packet will need to be completed by all parties and submitted for renewal by May 31, 2023.)

# **TELEWORK AGREEMENT PROCESS**



**Telework Agreements must be renewed on an annual basis.**