

Remote or Flexible (Flex) Work Request Form for Staff

*Please note that prior to considering a flex or fully remote work request, the supervisor should discuss technology and user support needs with Information Technology. In addition, the supervisor and the employee must review the Remote/Flex webpage for additional information, checklists, and other important information. Refer to University Policy 1.21-Remote Work.

This form is to be used for Flex or Remote requests that are consistent and ongoing. This is not intended for intermittent basis or medical accommodation requests.

Name:		M#:		
Title:		Department:		
Employee Ty	ype: Hourly [Salary		
physical or m office. Employ	for work adjustments (incluental health condition must	uding flexible schedule, remote work, or duty modification) linked to a to be processed through the Equal Opportunity Compliance and Title IX applyee Accommodation Request Form, located on the Access and Disability ess.		
Requested ⁻	Terms of Agreement			
Start Date:_ A start date sho	ould be future dated and include	Anticipated End Date, (if applicable):e reasonable time for this request to be considered and await approval.		
Type of Req	uest:			
	*Positions being converted to job description. See <u>University Policy 1.21-F</u>	Flex (<40%)** to fully remote, serve a 180 day remote probationary period and require an updated Remote Work ions between 40% and fully remote, supervisors should contact Human Resources		
	New Request	Renewal/Extending/Alteration of Existing Request		
Flex/	Remote Days/Hours per v	week:		
In Of	fice Days per week:			

Work locations outside of Michigan may need additional, more extensive, review by Human Resources.

If the agreement entails regular flexibility, decommunicated and set between the requesti			
In many positions, there are specific events of those schedule expectations here:	or times of year wh	ere an on-site prese	nce is required. List
Employee Work Details Remaining connected, accessible and returning properties to be displayed and returning work calls:			
Equipment Issuance: Use of University P	Property Off Camp	ous	
Fully Remote ONLY:			
Jobs, that by design are fully remote,	will be issued equ	ipment to perform th	eir responsibilities.
Flex work arrangements: In general, employees choosing to we perform the functions of their jobs on		lule will furnish and e	equip their home office to
Indicate the equipment below that will be use			
Description	Serial #	Inv# or PO#	Tag#
			1

Employee Responsibilities and Obligations

- All job responsibilities and conditions of employment apply as if the employee were working at the primary worksite.
- Employees will comply with all University rules, policies and procedures. Employees must notify their supervisor immediately of any situation that interferes with their ability to perform their jobs.
- Work developed or produced during remote/flex work, while away from the primary worksite, remains the property of Michigan Tech.
- If applicable, refer to the University Policy 1.22 Children in the Workplace.
- Employees must certify that the flex work environment is safe and the same safety habits that would be used at an on-campus site are being practiced.
- In the event prior approval has been granted to remove University property from campus, flex work employees are encouraged to contact their insurance agent for any information regarding home worksites and coverage for equipment that is damaged, destroyed or stolen.
- Working off-site is a privilege, however, when additional expenses are incurred due to the
 nature of flex work, those costs may be borne by the employee. In certain circumstances,
 supervisors may approve reimbursement of expenses but only if approval is done prior to the
 incurred expense. An employee who is in flex or local remote work agreement is not entitled
 to reimbursement for travel mileage to attend work meetings.

 List all expenses that were agreed to be reimbursed and frequency:

'		'	

- Tax deductions (i.e. home office deductions) are not applicable if the flex work arrangement is
 for the convenience of the employee. The employee should seek professional advice for any
 questions or concerns regarding tax issues.
- The Employee must maintain regular contact with their supervisor and get prior approval to alter their defined agreed upon work schedule, work overtime or to request any time off.
- Any equipment or supplies issued will be used for official University purposes. Damage or loss
 of this property must be immediately reported to the Dean, Director or Department Chair and
 Financial Services and Operations. Upon concluding the work remote work, the equipment
 must be returned. https://www.mtu.edu/fso/financial/property/manual/ch1s2/

Employee Acknowledgement:

By signing this agreement, I state that I have read and understand the flex work guidelines and conditions found in University Policy 1.21- Remote Work and agree to the terms and conditions set forth by this agreement. I believe that my work can be completed with no loss of customer service or disruption to others in my department, the University or external customers. I understand that it is my responsibility to make my flex work arrangement a success. A supervisor or other staff member may terminate or modify the arrangement at any time within the guidelines of contractual obligations (if applicable).

I agree that any Michigan Technological University owned property, as specified above, will be used exclusively for university business use. I agree that the property is my full responsibility and that I will provide reasonable care and security and return all property by the stated date. This request is hereby, if approved, is in accordance with Chapter 9 of the Property Procedures Manual.

I agree with the conditions for use of Michigan Technological University equipment, furniture and/or data and the nature of the equipment, supplies and expenses to be provided for or paid for by the department as outlined on the Remote/Flex Work webpage.

I understand that the University's policies are available on the Michigan Technological University website and agree that it is my responsibility to become familiar with their content. I agree to follow and comply with all University policies and regulations and understand that they are subject to change. I, the undersigned employee, understand all job responsibilities and conditions of employment apply as if I were working at the primary worksite. I understand that any violation of the terms of this agreement may result in disciplinary action up to and including termination.

	By signing, I agree to the terms and conditions of this agreement.			
	Employee Signature	Date		
Sı	pervisor:			
	Please explain why you support this request and why you feel the position is suita arrangement:	able for a flex work		
	Please confirm you have evaluated the employee's performance and the the employee to fully perform their responsibilities while working remotely.	ootential ability of		

Approvals:

Supervisor Signature	Date
Dean/Director (if applicable) Signature	Date
Vice President Signature	Date
HR Representative Signature	Date

Please send the completed and signed form to:

Human Resources 2nd Floor, Lakeshore Center Email: <u>Hr-Help@mtu.edu</u>

Human Resources Use Only	Complete	
Out of State Review Completed		
Fully executed form emailed to employee and supervisor		
Send completed form to property-l@mtu.edu		
Entered into tracking spreadsheet		
File in Personnel File		