



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 or medical accommodation requests.

Employee Information

Name: _____ M#: _____

Title: _____ Department: _____

Reason for request: _____

**All requests for work adjustments (including flexible schedule, remote work, or duty modification) linked to a physical or mental health condition must be processed through the ADA Coordinator's office in Equal Opportunity Compliance. Employees may initiate the interactive process by emailing the ADA Coordinator at adacoordinator@mtu.edu or by submitting the Employee Accommodation Request Form located at Access and Disability.*

Requested Terms of Agreement

Start Date: _____ Anticipated End Date (if applicable): _____

A start date should be future dated and include reasonable time for this request to be considered and await approval.

Type of Request:

Remote (100 %)

Flex (<40%)**

*Positions being converted to fully remote, serve a 180-day remote probationary period and require an updated job description. See [University Policy 1.21-Remote Work](#).

**Requests for remote positions between 40% and fully remote: Supervisors should contact Human Resource before completing this form.

New Request

Renewal/Extending/Alteration of Existing Request

Flex/Remote Days/Hours per week: _____

In Office Days per week: _____

Will the work location be in Michigan? Yes No

If no, where will the work take place? _____

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

If the agreement entails regular flexibility, describe the flexibility requested and how the schedule will be communicated and set between the requesting employee and approving supervisor:

In many positions, there are specific events or times of year where an on-site presence is required. List those schedule expectations here:

Employee Work Details

Remaining connected, accessible, and returning phone calls is critical to remote work success. Often employees do not wish for their personal phone number to be distributed or used for work purposes. Please describe the plan for making and returning work calls.

Equipment Issuance: Use of University Property Off Campus

- Fully Remote ONLY:
Jobs, that by design are fully remote, will be issued equipment to perform their responsibilities.
- Flex Work Arrangements:
In general, employees choosing to work on a flex schedule will furnish and equip their home office to perform the functions of their jobs on those flex days.

Indicate the equipment below that will be used at the remote work location:

Description	Serial #	Invoice # or PO #	Tag #

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 expense incurred. 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 remote work, the equipment must be returned. [Property Procedures Manual](#)

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, 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 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: _____

Supervisor

Please explain why you support this request and why you feel the position is suitable for a flex work arrangement:

Please confirm you have evaluated the employee's performance and the potential ability of the employee to perform their responsibilities while working remotely.

Approvals

Supervisor Signature: _____ Date: _____

Dean/Director Signature (if applicable): _____ Date: _____

Vice President Signature: _____ Date: _____

HR Representative Signature: _____ Date: _____

Please send the completed and signed form to:

Human Resources

2nd Floor, Lakeshore Center

Email: hr-help@mtu.edu

Human Resources Use Only:

Out of state review completed.

Fully executed form emailed to employee and supervisor.

Completed form sent to property-l@mtu.edu.

Entered in tracking spreadsheet.

File in personnel file.