

Employee Information

Remote or Flexible (Flex) Work Request Form for Students or Temporary Employees

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.

| p.oy000 | | | | |
|---|--------------------------------|--|--|--|
| Name: M#: | | | | |
| Title: | | | | |
| Employee Type: | Temporary Employee | e Stude | nt Employee | |
| *All requests for wo physical or mental I office. Employees n | nealth condition must be pro | lexible schedule ocessed throug e Accommodatio | , remote work, or duty modification) linked to a h the Equal Opportunity Compliance and Title I. on Request Form, located on the <u>Access and</u> | |
| Requested Terms | s of Agreement | | | |
| Start Date: A start date should be | future dated and include reaso | Anticipat | red End Date, (if applicable): request to be considered and await approval. | |
| Type of Request: | | | | |
| **Re | | | ** illy remote, supervisors should contact Human | |
| Nev | v Request | Renewal/Exte | ending/Alteration of Existing Request | |
| Flex/Remo | te Days/Hours per week: | | | |
| In Office D | ays per week: | | | |
| Will the work locat | ion be in Michigan? | Yes | No | |
| If no where | e will the work take place? | 7 | | |

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

| If the agreement entails regular flexibility, do communicated and set between the reques | | | |
|---|---|--------------------------------|-------------------------|
| | | | |
| In many positions, there are specific events those schedule expectations here: | or times of year wh | nere an on-site pre | sence is required. List |
| | | | |
| Employee Work Details Remaining connected, accessible and returning do not wish for their personal phone number to for making and returning work calls: | | | |
| | | | |
| Equipment Issuance: Use of University In general, employees will furnish and equipment Michigan Tech equipment will be issued | p their home office t d, please list it belo | to perform the func w. | tions of their jobs. If |
| Indicate the equipment below that will b Description | Serial # | te work location: Inv# or PO# | Tag# |
| Description | Oction # | IIIV# OI F O# | ray r |
| | | | |
| | | | |
| | 1 | 1 | |
| | 1 | 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 <u>1.22 Children in the Workplace</u>.
- 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.
- 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. 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 at mtu.edu/hr/current/flexwork.

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.

| Employee Signature: | | Date: |
|---------------------|--|-------|

By signing, I agree to the terms and conditions of this agreement.

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

Approvals: (per department protocol)

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

employee to fully perform their responsibilities while working remotely.

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 | |