

# 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.

Management reserves the right to revoke this approval with at least 10 business days written notice.

Employee Name

Employee ID#

Employee's Campus/Work Location

Employee's Job Title

Begin Date

End Date

Brief Description of Request

Requested Telecommuting Schedule

Employee Signature

Date

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Name of Immediate Supervisor

Title

Approved?

Signature

Date

☐ Yes

☐ No

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Name of Vice President, Assoc. Vice President or  
CIO for Functional Area

Title

Approved?

Signature

Date

☐ Yes

☐ No

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

Title

Approved?

Signature

Date

☐ Yes

☐ No

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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.

rev. 03/2021