

# TELEWORK APPROVAL PROCESS

MINNESOTA STATE UNIVERSITY MOORHEAD

This is a guide for supervisors when implementing a Telework Agreement with an employee in accordance with the MMB Telework Policy. This document is intended as guidance only.

<b>STEP 1: Inquiry</b>	Employee expresses interest in telework to supervisor.
<b>STEP 2: Telework Policy</b>	Supervisor provides agency telework policy and discusses telework selection process with employee. Evaluate and determine feasibility of bandwidth and computer hardware recommendations with employee (see page 2).
<b>STEP 3: Request</b>	Employee completes agency request form for telework.
<b>STEP 4: Evaluation/Decision</b>	<p>Supervisor evaluates the request based on telework considerations.</p> <ul style="list-style-type: none"><li>• Yes, employee and job criteria are met, skip to Step 6.</li><li>• No, employee and job criteria are not met, go to Step 5.</li></ul>
<b>STEP 5: Discussion Denying Request</b>	<ul style="list-style-type: none"><li>• Supervisor meets with employee to discuss reasons why employee or job criteria do not meet telework selection criteria. Explore alternatives to telework, if any.</li><li>• Supervisor provides written confirmation of decision to employee and maintains copy in the supervisor file.</li></ul>
<b>STEP 6: Training</b>	<p>The supervisor provides the employee and reviews with the employee the following policies and procedures prior to entering into a Telework Agreement:</p> <ul style="list-style-type: none"><li>• <a href="#">HR/LR Policy #1422 Telework Policy</a></li><li>• <a href="#">State Policy: Appropriate Use of Electronic Communication and Technology</a></li><li>• <a href="#">Injury reporting procedures</a></li><li>• <a href="#">Collective bargaining agreements/plans</a></li></ul>

<b>STEP 7: Telework Agreement</b>	<ul style="list-style-type: none"> <li>• Supervisor reviews Telework Agreement with employee, as well as expectations and conditions of telework arrangement, including: <ul style="list-style-type: none"> <li>o Employee performance expectations and monitoring</li> <li>o Work hours and schedule</li> <li>o Telework location</li> <li>o Equipment and supplies</li> <li>o Workers' compensation</li> <li>o Data privacy and security</li> <li>o Communication and availability</li> <li>o Employment conditions</li> </ul> </li> <li>• Supervisor and employee sign Telework Agreement.</li> <li>• Original Telework Agreement given to HR. The supervisor retains a copy and gives a copy to the employee.</li> <li>• Supervisor provides teleworker with an emergency point of contact phone list for emergencies (e.g. equipment failure).</li> </ul>
<b>Step 8: Equipment Installation</b>	Employee installs necessary equipment/software at telework location.
<b>Step 9: Communication</b>	Communication is sent out to team regarding employee's telework schedule.
<b>Step 10: Telework Begins</b>	<ul style="list-style-type: none"> <li>• Employee starts telework arrangement.</li> <li>• Supervisor monitors performance.</li> </ul>

#### **Bandwidth Recommendations:**

- o At home internet service will not be provided by the university.
- o At home internet service must be sufficient to adequately participate in an Audio/Video meeting.

#### **Computer Hardware Recommendations:**

- o The University will provide a single technical equipment configuration per employee. Typically, this involves dual computer monitors, a keyboard, a mouse, and a computer docking station.
- o If the supervisor allows the employee to work part time at the University and part-time at a home office, the supervisor can require the employee to purchase any additional technical equipment necessary for productive work. Equipment could include dual monitors, keyboard, mouse, docking station.
- o The supervisor may choose to split up the technical equipment. For example, allowing one university provided monitor to be taken home, leaving the second monitor at the University.