

Minnesota State University, Mankato University Procedure	
<b>Procedure Name:</b> Telework	<b>Effective Date of Last Review:</b>
<b>Custodian of Procedure:</b> Director of Human Resources	<b>Date of Last Review:</b> September 2023
<b>Date of Adoption:</b> September 2023	<b>Date of Next Review:</b> September 2030

Minnesota State University, Mankato supports the practice of telecommuting when it is mutually beneficial to employee, student, and employer.

## PROCEDURE

Supervisors are responsible for identifying positions appropriate for telecommuting. Supervisors should read and apply the provisions, conditions and guidelines outline in the Telework Policy. Once a position has been determined appropriate for teleworking, the following steps apply:

- A. Employee and supervisor review the Telework Policy to understand the provisions, conditions and guidelines.
- B. Employee completes a Telecommuting Agreement form and submits to the supervisor.
- C. Supervisor works with the employee to develop measurable objectives for monitoring and evaluating performance and includes this information on the Telecommuting Agreement.
- D. Supervisor and employee develop a communication plan that describes frequency and method(s) of communication required and includes this information on Telecommuting Agreement.
- E. The employee and supervisor sign the Telecommuting Agreement.
- F. Divisional vice president reviews and signs the Telecommuting Agreement.
- G. Human Resources staff review, sign form and return copies to the employee, supervisor, and employee file.

## APPEAL:

An employee may appeal a supervisor's decision by requesting a review by the divisional vice president and director of human resources. The determination by the divisional vice president and director of human resources is final.