

Minnesota State University, Mankato University Procedure	
Procedure Name: Telework	Effective Date of Last Review:
Custodian of Procedure: Director of Human Resources	Date of Last Review: September 2023
Date of Adoption: September 2023	Date of Next Review: 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.

Procedure:		
Formal Review Process	Date Submitted	Date Reviewed
✓ Vice President's Recommendation		Date
<i>Sheri Sargent</i>		09/04/24
✓ President's Approval		Date
<i>Edward S. Inch / sls</i>		09/04/2024