

## CSD Telework Application / Renewal / Changes

Employee Name:

Date:

Employee ID:

Please check one of the following:	Additional forms to be turned in:
<input type="checkbox"/> <b>New Application</b>	<ul style="list-style-type: none"> <li>• Annual Agreement for DHS</li> <li>• Acceptable Use and Oath</li> </ul>
<input type="checkbox"/> <b>Renewal</b>	<ul style="list-style-type: none"> <li>• Annual Agreement for DHS</li> <li>• Acceptable Use and Oath</li> </ul>
<input type="checkbox"/> <b>Change to Existing Teleworking Agreement</b>	<ul style="list-style-type: none"> <li>• No additional forms needed</li> </ul>

<b>Schedule - Communication</b>	<b>Teleworking schedule:</b>	
	How many days per week would you like to telework? 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>	
	<input type="checkbox"/> On a weekly basis:	M* <input type="checkbox"/> Tu <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F* <input type="checkbox"/>
	Please circle choice(s) * <b>needs approval of supervisor and manager</b>	
	<input type="checkbox"/> Other: Please explain:	
CSD requires <b>teleworkers</b> to have voice messaging, a cell phone, or a second line so that teleworking is invisible to callers. This prevents a caller from ever getting a busy signal. Office staff should forward desk phone number when <b>teleworking</b> .		
<b>Indicate which of the following applies:</b>		
<input type="checkbox"/> Contact phone number:		With voice messaging: Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> I use a cell phone number:		Other:
<b>I plan on:</b> purchasing cell phone service <input type="checkbox"/> add voice messaging to an existing line <input type="checkbox"/>		

<b>Type of Work</b>	<b>Describe types of work tasks you plan to perform while teleworking (the more precise or detailed, the better – your supervisor needs to know what types of work you plan on doing.)</b>	
	<b>Work Tasks</b>	<b>Percentage of Time</b>
		_____ %
		_____ %
		_____ %
		_____ %
		_____ %
		_____ %
<b>Total</b>		<b>100%</b>

<b>Buddy Agreement</b>	To help maintain effective communications while teleworking you must have a designated buddy who is scheduled to be in the office on the day(s) you are teleworking.	
	<b>My buddy is:</b>	<b>Buddy's work phone:</b>
	<input type="checkbox"/> I agree to keep the teleworker apprised of network or mainframe problems and ETAs.	
	<input type="checkbox"/> Other:	
<b>Buddy Signature:</b>		<b>Date:</b>

<b>Backup Agreement Plan</b>	Supervisors and teleworkers should use this form to detail the plan if any of the following equipment is down while the employee is teleworking:
	<ul style="list-style-type: none"> <li>• DHS Laptop</li> <li>• Remote Access Server</li> <li>• CSD VPN</li> <li>• PRISM and other mainframe regions</li> </ul>
	If equipment malfunctions occur when I am working at my remote site, I agree to the following: <input type="checkbox"/> I will immediately contact my buddy or MNIT Helpdesk (651.431.2100) to determine the severity of the problem. <input type="checkbox"/> Other:
	If the network problem is estimated to be unavailable for some time I will do the following types of work, which do not require using equipment and which I'll bring home before my teleworking day(s): Explain:
	If I do not have work that I can do during equipment or connectivity malfunctions, I will immediately contact my supervisor to assess the situation and to determine if I should: <input type="checkbox"/> Come into the office. I will be in the office within     minutes <input type="checkbox"/> End my work day and take it as vacation <input type="checkbox"/> Stop working and make up time within the pay period for non-exempt staff. That means making up time within the same week that the stop work issue occurred.
<b>Teleworker's comments: (optional)</b>	
<b>Supervisor's comments: (optional)</b>	

<b>Agreement</b>	<b>Employee Agreement</b>		<b>Supervisor Agreement</b>	
	I agree that I will: <ul style="list-style-type: none"> <li>• complete teleworking log for each day teleworked</li> <li>• adhere to the DHS and CSD policies for teleworking</li> <li>• comply with the DHS and CSD teleworking agreements and CSD backup plan</li> <li>• check my email/voicemail/instant message a minimum of twice daily and respond to the messages accordingly</li> </ul> I understand: <ul style="list-style-type: none"> <li>• should business needs change, my supervisor may require me to come into the office to work on a day I normally telework</li> <li>• depending on unit needs, there may be business reasons as to why alternate telework days may be needed</li> </ul>		<input type="checkbox"/> Deny the request (provide reason below) <input type="checkbox"/> Approve the request. I agree that: <ul style="list-style-type: none"> <li>• this employee may telework with the conditions identified in the DHS terms specified</li> <li>• I accept the plan outline on the Backup Agreement for times there are hardware and/or network problems.</li> </ul>	
	<b>Employee Signature</b>	<b>Date</b>	<b>Supervisor Signature:</b>	<b>Date:</b>
	<b>Manager's Approval needed to request Monday or Friday telework days.</b>		<b>Manager Signature:</b>	<b>Date:</b>
<b>If denied, you must provide the decision in writing to the employee, stating the reason(s) for denial:</b>				