



# HUMAN RESOURCES

*Illinois State University*

**PERS 918 (Work at Home)**

## **Work-at-Home Agreement for Non-Faculty Appointments**

I have read the guidelines and understand my responsibilities as outlined on the attached addendum. I have also provided my supervisor with the appropriate information necessary for the work-at-home situation. Should I need to change the predetermined schedule, I will notify my supervisor immediately.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the guidelines and understand the supervisor's duties and responsibilities during the work-at-home situation. I have been provided with the necessary information required from the employee and will provide continued review of this arrangement. Discussion with the employee will follow the work-at-home assignment for an evaluation of the arrangement.

- I have completed all applicable documentation as indicated below:
- An explanation of how productivity will be monitored
- A brief description of the work to be accomplished at home
- The dates for working at home and the daily work hours
- A telephone number where the employee can be reached during the work schedule
- A record of University equipment to be used at home

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval of Work-at-Home Situation (Circle one):          Approved          Not Approved

Dean/Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Forward this form and all completed documentation to 1300 Human Resources**

**\*\* No agreements can be made that conflict with University Policy or Procedure as outlined at ([policy.illinoisstate.edu](http://policy.illinoisstate.edu)) or that conflict with any Bargained Agreements or other terms of employment ([hr.illinoisstate.edu](http://hr.illinoisstate.edu))**



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### Sample Documentation:

(Employee) will work at home from **April 1, 2013**, through **June 2, 2013**. The daily work schedule will be **9:00 a.m. to 12:30 p.m.** and **1:00 p.m. to 5:00 p.m.** (Employee) can be reached at **(phone number)** during these hours **Monday** through **Friday**.

(Employee) will use a lap top computer provided by the department (**ISU inventory #xxxxx**).

### Duties to be performed are:

1. Design and finalize the departmental newsletter for distribution to constituents.
2. Conduct a phone survey (without incurring long distance charges) of on-campus employees to assess satisfaction with departmental offerings/service.
3. Summarize budget expenditures and trends in our standard report format.
4. Develop a new employee orientation process for staff and student workers joining the department. Create all written materials associated with the process, including an outline for hiring supervisors.
5. Read and prepare a summary of professional periodicals and publications.

I will monitor for reasonable productivity by having (**Employee**) submit weekly updates of progress, by establishing deadlines for completion of projects and by comparing results with those of on-site employees with similar responsibilities.

Employee \_\_\_\_\_

Date \_\_\_\_\_