



### Telecommute Arrangement Modification

Any telecommuting arrangement made will be on a trial basis for the first three months and may be discontinued at will and at any time at the request of either the telecommuter or the university. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

This provision does not apply to telecommute arrangements made through the disability accommodation process.

All employee-proposed changes to a telecommute agreement are subject to university approval.

Ad-hoc modifications to this agreement should be discussed between the employee and supervisor. Long-term or substantive modifications should be documented by revising this agreement.

### Telecommute Review

At the end of the trial period, the employee and supervisor will each complete an evaluation of the arrangement and make recommendations for continuance or modifications. Following the trial period, telecommute agreements should be evaluated and renewed annually. Specify a date to meet and discuss the effectiveness of the telecommute arrangement.

Telecommute plan review date:	
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### Additional details

Policies and Procedure Acknowledgement

Employee Initials

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I have read and completed WBU's Telecommuting \$ V V H V V P H Q W.	
I have read and completed WBU's Telecommuting Worksite Checklist.	
I have read and completed WBU's Telecommuting Worksite Checklist.	

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_