



Alternative Work Schedule Proposal and Agreement

Employee Name: <input style="width: 95%;" type="text"/>	Date of Submission: <input style="width: 95%;" type="text"/>
Job Title: <input style="width: 95%;" type="text"/>	<input type="checkbox"/> Salaried <input type="checkbox"/> Hourly
Department: <input style="width: 95%;" type="text"/>	Supervisor: <input style="width: 95%;" type="text"/>

Alternative Work Schedule Requested:

<input type="checkbox"/> Flextime	Start Date: <input style="width: 95%;" type="text"/>
<input type="checkbox"/> Compressed Work Week	End Date: <input style="width: 95%;" type="text"/>
<input type="checkbox"/> Telecommuting	Location: <input style="width: 95%;" type="text"/>

Current Schedule			Proposed Alternative Work Schedule		
Days	Hours 1st Week	Hours 2nd Week	Days	Hours 1st Week	Hours 2nd Week
Sunday	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Sunday	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Monday	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Monday	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Tuesday	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Tuesday	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Wednesday	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Wednesday	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Thursday	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Thursday	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Friday	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Friday	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Saturday	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	Saturday	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Total Hours:			Total Hours:		

Equipment/ Services Provided by Employee:	<input style="width: 98%; height: 60px;" type="text"/>
Equipment/ Services Provided by University:	<input style="width: 98%; height: 60px;" type="text"/>
Other Conditions:	<input style="width: 98%; height: 60px;" type="text"/>

Terms and Conditions

1. Duration: This agreement will be valid until canceled by either party.
2. Curtailment of the Agreement: The employee may stop participating in this program at any time. Management has the right to remove the employee from the telecommuting arrangement if participation fails to benefit organizational needs.
3. Place of Work: The employee agrees to work at the regular work site or the designated telecommuting location, and not at an unapproved site. Failure to comply with this provision may result in termination of the agreement, the telecommuting arrangement, and/or other appropriate disciplinary action.
4. Work Hours: Work hours and location are specified in this agreement. The supervisor may require the employee's presence at and participation in other meetings or training or other group participation for the successful operation of the work unit.
5. Pay and Attendance: All pay, leave, and travel entitlement will be based on the employee's official KSU work site, not the telecommunication site.
6. Leave: Employees must obtain supervisory approval before taking leave in accordance with established office procedures. The employee agrees to follow established procedures for requesting and obtaining approval of leave.
7. Overtime: An employee eligible to work overtime who works overtime ordered and approved in advance will be compensated in accordance with applicable University policies. The employee understands that unapproved overtime work will not be compensated. The employee agrees that failing to obtain proper approval for overtime work may result in cancellation of the telecommuting arrangement or other appropriate action.
8. University-owned Equipment: In order to perform off site work required by the University, employees may use the University's equipment at the off campus location, with the approval of the supervisor. The equipment must be protected against damage, unauthorized use, and will be serviced by the employer. Access to University equipment at the telecommuting location must be granted to appropriate officials. Equipment provided by the employee will be at no cost to the University and will be maintained by the employee.
9. Liability: Neither the University nor the BOR will be liable for damages to the employee's property resulting from participation in the telecommuting arrangement.
10. Cost: The University will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g., utilities) associated with the use of the employee's residence. The employee does not forfeit any reimbursement for authorized expenses incurred while conducting business for the University.
11. Workers' Compensation: The employee is covered by workers' compensation if injured in the course of performing official duties at the telecommuting location. The employee must authorize appropriate officials access to the home or other designated site to perform safety inspections and/or investigate a workers' compensation claim.
12. Work Assignments: Unless other arrangements are made between the employee and the supervisor, the employee will meet with the supervisor regularly to receive assignments and to review completed work. The employee will complete all assigned work according to procedures mutually agreed upon with the supervisor.
13. Supervisor Visits: The supervisor may visit the telecommuting site with advanced notice to the employee. The purposes of the visit are to ensure proper maintenance of any equipment owned or provided by the University, confirm that the work site is conducive to telecommuting, and/or observe work.
14. Evaluation: The evaluation of the employee's job performance will be based on established standards. Performance must remain satisfactory for the telecommuting arrangement to continue.
15. Records: The employee will apply approved safeguards to protect records from unauthorized disclosure or damage. All records, papers, and correspondence must be safeguarded for their return to the office.
16. Participation in Evaluation: When requested, the employee and supervisor agree to promptly complete and submit telecommuting evaluation materials and to attend periodic group meetings to assess telecommuting arrangements.

We agree to the conditions specified in this document. We have discussed and agreed to procedures for recording time worked, requesting and approving leave. Both of us agreed that this agreement contains all agreed to information on alternative work schedule.

Employee:	<input type="text"/>	Date:	<input type="text"/>
Supervisor:	<input type="text"/>	Date:	<input type="text"/>
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved		
VP/Dean/Designee	<input type="text"/>	Date:	<input type="text"/>
Human Resources:	<input type="text"/>	Date:	<input type="text"/>