



HUMAN RESOURCES

Illinois State University

PERS 918 (Work at Home)

Work-at-Home Agreement for AP Civil Service 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.

Print Employee Name: _____

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) or that conflict with any Bargained Agreements or other terms of employment (hr.illinoisstate.edu)**



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Sample Documentation:

(Employee) will work at home from **April 1, 2018**, through **June 2, 2018**. 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 _____