



Human Resource Services

New Mexico State University
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Telework Checklist

The purpose of this document is to assist both the supervisor and the employee with a clear, shared understanding of the employee’s telework arrangement during emergencies. This form does not apply to telework arrangements made through the disability accommodation process. Each telework checklist is unique depending on the needs of the position, supervisor, and employee. **This form is not mandatory, nor is it a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship.**

Employee Telework Information:

Employee Name:	Banner ID:
Job Title:	Department:
Supervisor:	Arrangement requested by: <input type="checkbox"/> Employee <input type="checkbox"/> Department/College
Location where telework will be performed:	Telework arrangement effective dates: (if end date is known)

Job Duties:

The general expectation for a telework arrangement is that employees will effectively accomplish their regular job duties, regardless of work location.

1. While on telework, an employee will:
 - a. remain accessible during the telework work schedule;
 - b. check in with the supervisor to discuss status and open issues;
 - c. be available for teleconferences, scheduled on an as-needed basis;
 - d. be available to come into the office if a business need arises;
 - e. request supervisor approval in advance of working any overtime hours (if employee is non-exempt); and
 - f. request supervisor approval to use vacation, sick, or other leave in the same manner as when working at employee’s regular work location.
2. Employee’s duties, obligations, responsibilities, and conditions of employment with NMSU remain unchanged except those obligations and responsibilities specifically addressed in this arrangement. Job responsibilities, standards of performance, and performance appraisals remain the same as when working at the normally assigned duty station.
3. The parties acknowledge that this arrangement may be evaluated on an ongoing basis to ensure that employee’s work quality, efficiency, and productivity are not compromised by the telework arrangement described herein.

Telework arrangement modifications.

The employee or NMSU may end the telework arrangement. All employee-proposed changes are subject to supervisor approval. Ad-hoc modifications to this arrangement should be discussed between the employee and supervisor. Long-term or substantive modifications should be documented by revising this arrangement.

Specify a date to discuss the effectiveness of the telework arrangement, or enter N/A.

Telework review date:	
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Equipment and technology access.

1. NMSU supervisors will work with their employee(s) to determine appropriate and suitable equipment. In the event of equipment failure or service interruption, the employee must notify their supervisor immediately to discuss alternate assignments or other options. Internet access should be through the [VPN system](#).
2. Employee agrees to protect NMSU-owned equipment, records, and materials from unauthorized or accidental access, use, modification, destruction, or disclosure. Data security is vital. The precautions described in this arrangement apply regardless of the storage media on which information is maintained, the locations where the information is stored, the systems used to process the information, or the process by which the information is stored.
3. Employee agrees to report to employee's supervisor any incidents of loss, damage, or unauthorized access at the earliest opportunity.
4. Employee understands that all equipment, records, and materials provided by NMSU shall remain the property of NMSU.
5. In the spaces below, specify any equipment or technology access the employee will need to telework:

Taxes

Employee understands that employee is responsible for tax consequences, if any, of this arrangement.

Timekeeping & Leave

1. Regular leave policies and procedures should be followed for employees who are unable to report to work.
2. Employees on telework should maintain accurate time records and supervisors are accountable for management of those records. Under the federal Fair Labor Standards Act (FLSA), non-exempt employees will be compensated for overtime that has been approved in advance by the supervisor in accordance with the provisions of the act.
3. Employees in exempt (salaried) positions are exempt from overtime regulations. Pursuant to established NMSU policies, employees must obtain supervisory approval before taking leave.

Incident Reports

The employee shall report any job-related injuries that occur in the course and scope of employment while teleworking at the earliest reasonable opportunity.

Policies and Procedure Acknowledgements

Initials

I have read and understand the NMSU System Telework During Emergencies Guidelines.	
I have read and understand NMSU System policy regarding personal use of NMSU computers and equipment, ARP 15.11, Acceptable Use of ICT Equipment and Resources .	

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Return the signed form to the Human Resource Services department promptly. Electronic signatures are acceptable. Electronic Distribution:

To: hrhelp@nmsu.edu
cc: Employee, Supervisor, Department Head or Unit Leader