**State of Alaska**

# In-State Telework Agreement

**Name:** Employee Name

**Approved Start Date: Expiration Date: [[1]](#footnote-1)**

## Section 1: Employee Information

Employee ID: XXXXXX Job Title: Job Title PCN: XXXXXX

Department: Choose an item.

Division: Division

Does the employee currently hold permanent status? Yes [ ]  No [ ]

## Section 2: Supervisor Information

Supervisor Name: Supervisor Name Job Title: Supervisor Job Title

## Section 3: Telework Arrangement

Requested dates for the Telework Agreement (TWA) (may not exceed one year):

Requested Start Date: MM/DD/YY Requested End Date: MM/DD/YY(max one year)

Is this telework arrangement 100% remote? Yes [ ]  No [ ] *[If yes, Code: TEL100]*

Is the telework hybrid (meaning a combination of in-office and telework from an approved location)? Yes [ ]  No [ ]

If hybrid, what is the overall percentage of time spent teleworking?

[ ]  Employee teleworks up to **20%** of the time, following a hybrid in-office/at-home schedule (e.g., teleworks one day per week and is in-office four days per week). *[Code: TEL20]*

[ ]  Employee teleworks up to **40%** of the time, following a hybrid in-office/at-home schedule (e.g., teleworks two days per week and is in-office three days per week). *[Code: TEL40]*

[ ]  Employee teleworks up to **60%** of the time, following a hybrid in-office/at-home schedule (e.g., teleworks three days per week and is in-office two days per week). *[Code: TEL60]*

[ ]  Employee teleworks up to **80%** of the time, following a hybrid in-office/at-home schedule (e.g., teleworks four days per week and is in-office one day per week). *[Code: TEL80]*

### Work Locations:

Office Workplace Address:

Street Address 1, City, State, Zip Code.

Employee Telework Address:

Street Address 1, City, State, Zip Code

## Section 4: Weekly Work Schedule

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work Days** | **Schedule Start Time** | **Schedule End Time** | **Total Hours** | **Telework Work Hours** | **State Workplace Work Hours** |
| Monday | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 |
| Tuesday | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 |
| Wednesday | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 |
| Thursday | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 |
| Friday | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 |
| Saturday | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 |
| Sunday | 00:00 | 00:00 | 00:00 | 00:00 | 00:00 |

Schedule comments (if any):

Enter Schedule Comments here

## Section 5: Telework Documentation (to be completed by the employee and supervisor)

Reason for Request:

Enter Reason for Request

Benefits to agency and employee:

Enter benefit to agency and employee

Position’s suitability for teleworking*:*

Enter position’s suitability for telework

Is the position description up to date and accurate? Yes [ ]  No [ ]

Duties to be Performed:

Enter duties to be performed

Method of Assessing Performance:

Enter method of assessing performance

## Section 6: State-Provided Equipment

|  |  |  |
| --- | --- | --- |
| **Equipment** | **Property Tag Number** | **Serial Number** |
| Equipment 1 | Property Tag # 1 | Serial Number 1 |
| Equipment 2 | Property Tag # 2 | Serial Number 2 |
| Equipment 3 | Property Tag # 3 | Serial Number 3 |
| Equipment 4 | Property Tag # 4 | Serial Number 4 |
| Equipment 5 | Property Tag # 5 | Serial Number 5 |

## Section 7: Employee Agreement

I understand that as a public employee, I am held to the high ethical standards established by the Alaska Executive Branch Ethics Act and my sworn duty to serve the people of Alaska.

I acknowledge and agree to comply with the terms outlined in this Telework Agreement (TWA), as well as all provisions of the Telework Policy. I understand that participation in telework is voluntary and may be discontinued by me, provided I give 15 calendar days’ written notice.

I recognize that management reserves the right to initiate, modify, suspend, or terminate this agreement at its discretion. Additionally, I understand that my supervisor may suspend this agreement if it is determined that telework is being used to enable child or dependent care. Failure to adhere to the terms of this Agreement or the Telework Policy may result in termination of the agreement and/or other appropriate disciplinary action.

I understand that I am expected to remain accessible via email, telephone, or other approved online communication (e.g., Microsoft Teams) tools during the work hours specified in this Agreement. I am required to answer my assigned work phone number or respond to messages in a timely manner unless I have an approved absence during my scheduled work hours.

If my position is represented by a bargaining unit, I understand that concurrence by my union may be required prior to initiating the telework arrangement. I understand that the State and certain unions have Master Letters of Agreement that dictate certain terms and conditions of my telework.

By signing below, I confirm that I have read and understood the terms of this Agreement, any applicable agreement with my union, and the State Telework Policy. I also acknowledge that this agreement is not considered final until it has been approved by my Supervisor, Division Director, and, if applicable, my union.

Employee Signature: Date:

## Section 8: Supervisor Approval and Commitment

My signature certifies that I understand and will ensure compliance with the provisions of the Telework Policy and this Agreement.

Supervisor Signature: Date:

Name: Supervisor Name Title: Supervisor Job Title

## Section 9: Division Director or Agency Head or Commissioner’s Designee

Telework Agreement approved**:** YES [ ]  NO [ ]

If not approved, please provide the rejection reason below:

Signature: Date:

Name: Approver Name Job Title: Approver Job Title

Approved Start Date: Approved End Date: (max one year)

## Section 10: Administrative Notes

TWA subject to union Master Letter of Agreement: YES [ ]  NO [ ]

If yes, signed Telework Sign-up Form submitted to DOP SharePoint? YES [ ]  NO [ ]

Entered into IRIS HRM: YES [ ]  NO [ ]

1. **Administrative Note:** These are the approved start and end dates of the TWA and are entered into IRIS HRM. [↑](#footnote-ref-1)