

Mississippi Valley State University
Office of Human Resources
FACULTY TELEWORK AGREEMENT FORM – SPRING 2022

Signing this form indicates that the requestor is allowed to work remotely for a time specified and failure to work as scheduled is considered misuse of State funds. Employees and supervisors are subject to audit regarding time worked, and any employee/supervisor may be subject to disciplinary actions for neglect of duties in job performance. Teleworking should not be a means for childcare or other personal life situations.

Employee Information

Faculty Name: (print) _____ Faculty ID# _____
 Faculty Signature: _____ Full-time Part-time
 Job Title: _____ Department/Division: _____

Check all that Applies

- I qualify and have been approved for accommodations for telework through the Americans with Disabilities Accommodations Act ADA (approved disability accommodation request form and medical documentation must be on file in the Office of Human Resources)
- I have received permission to telework due to reasons outside of ADA accommodations (supporting documentation must be on file in the Office of Human Resources)
- I have read and understand the guidelines for teleworking (signed teleworking guideline forms must be on file in the Office of Human Resources)

Spring 2021 Teaching Schedule

Subject	Course #	Course Title	Credit Hours

Faculty member is required to fully participate in all unit meetings via Zoom or other remote means and meet all contractual obligations (advising, office hours, service, scholarship, etc.) remotely.

Chair's/Department Head's Signature

Date

Human Resources Director

Date

Provost/Senior Vice President for Academic Affairs

Date

Comments

