**Quick Checklist**

**Alternative Work Location**

**POSITION ELIGIBILITY CRITERIA**

The employee is associated with a Full-Time and/or Regular Part-Time Position (Adjunct and temporary positions are not eligible).

The functions of the position are mostly information based.

Minimal person-to-person contact is required to complete functional tasks.

In general, the employee associated with the position works alone and does not rely on face-to-face interaction with other college personnel, students and/or members of the institution’s constituencies.

Telecommuting will not negatively impact the employee’s work team, nor internal or external service.

**EMPLOYEE ELIGIBILITY CRITERIA**

There is successful recorded service within the employee’s position for a minimum of one year.

The employee demonstrates the ability to achieve work duties in an accurate and reliable manner; exhibits the capability to independently manage time, identify priorities and make decisions, and perform position functions with minimal supervision.

If the employee has a temporary requirement due to medical occurrence and/or requirement for return to work resulting from health and/or disability situations

**Quick Checklist**

**Alternative Work Location**

# PROCESS FOR INITIATING AN ALTERNATE WORK LOCATION AGREEMENT

The employee and supervisor have read and reviewed Barton Community College procedure [2492 – Alternative Work Location](https://docs.bartonccc.edu/procedures/2492-alternativeworklocation.pdf).

A request for an alternate work location assignment was initiated by an employee or an employees’ supervisor.

The request for an alternate work location meets the position and employee eligibility criteria.

Begin an email chain to request an alternate work location for employee. This will need to be approved by the employee’s direct supervisor, the supervisor’s applicable Vice-President, the Director of Human Resources and the president.

An [Alternative Work Location Agreement](file:///\\bartoncloud.file.core.windows.net\bcc-data\AMSHARE5\shared\Humres\HRHiring\Word%20Docs\Alternative%20Work%20Location%20Agreement.doc) is completed.

The originals of the agreement have been submitted to the Human Resources Offices with copies provided to both the supervisor and the employee.

If the agreement is associated with a new employee, the supervisor identified on the Blue Team Form that the employee is working at an alternate work location, and note any technology needs on the Blue Team Form.

If the agreement is associated with a current employee and the employee will have technology needs related to the agreement, the supervisor submitted a technology request form.