**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:///%5C%5Cbartoncloud.file.core.windows.net%5Cbcc-data%5CAMSHARE5%5Cshared%5CHumres%5CHRHiring%5CWord%20Docs%5CAlternative%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.