

## 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](#).
- 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](#) 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.