



Human Resources & Payroll  
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**MASON'S TELEWORK WEEK**  
 March 7-11, 2016  
 Abbreviated Telework Agreement

**GENERAL INFORMATION**

The following constitutes an agreement between:

\_\_\_\_\_  
 George Mason University Employee (please print)      Signature

\_\_\_\_\_  
 Employee Job Title      Department

AND

\_\_\_\_\_  
 Supervisor/Manager Name (please print)      Signature

\_\_\_\_\_  
 Department Head or Dean (please print)      Signature

FLSA Status (classified staff only):     Non-exempt (Overtime eligible)     Exempt

Employee Type:                             Classified                             Administrative/Professional Faculty  
      Non-student wage

Primary Work Location:                 Fairfax     Arlington     Science & Tech     Loudoun  
      Other (Please describe (e.g. Herndon, Front Royal, etc. \_\_\_\_\_))

**Select which day(s) you will be teleworking during Mason's Telework Week**

Monday, 3/7     Tuesday, 3/8     Wednesday, 3/9     Thursday, 3/10     Friday, 3/11

I already have a Telework Agreement

Teleworking location:

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 \_\_\_\_\_

PLEASE READ: Telework days during Mason's Telework Week 2016 are regular workdays and employees participating will be expected to complete an 8-hour workday on their telework day(s). As with longer term flexible work options, not everyone can participate in Telework Week. If your position requires face-to-face customer service or requires you to be on-site, then Telework Week may not be a possibility. Employees who participate in Telework Week are doing so under the terms of the Flexible Work Policy, #2202. Signing this abbreviated Telework Week agreement binds the employee/supervisor to the terms and conditions of the complete telework agreement. The Flexible Work policy, procedures, and forms are available at <http://hr.gmu.edu/worklife/flex>.

Because of the short-term nature of Mason's Telework Week, it may not be feasible to have secure access – Virtual Private Network (VPN) - installed for it. If this is the case, the work you do from home must be of a non-secure nature to participate in Mason's Telework Week unless you already have a VPN installed.

# George Mason University



## Telework Week

March 7-11, 2016

If you have ever contemplated telework, now is the time to try it out!

### TELEWORK SUPPORTS

- ✓ **Continuity of Operations**
- ✓ **Improved Productivity**
- ✓ **Recruitment and Retention**
- ✓ **Life/Work Well-Being**
- ✓ **Commuter Cost Savings**
- ✓ **Environment**
  - ↓ **Traffic**
  - ↓ **Greenhouse gas emissions**
  - ↓ **Wear and tear on public transportation**

For questions regarding telework and other flexible work options at Mason, please contact the Life/Work Connections Team at 3.2600 or [worklife@gmu.edu](mailto:worklife@gmu.edu).

**VISIT US ON THE WEB!**  
<http://flexwork.gmu.edu>

