

## Human Resources & Payroll 4400 University Drive, MS 3C3, Fairfax, Virginia 22030

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MASON'S TELEWORK WEEK

March 12-16, 2018

Abbreviated Telework Agreement

## **GENERAL INFORMATION**

The following consti-	tutes an agreement	between:		
Employee (please pri	(nt)	Signature	G Number	
Employee Job Title			Department	
AND				
Supervisor/Manager Name (please print)		)	Signature	
Department Head or Dean (please print)		Signature		
FLSA Status (classifi	ied staff only):	Non-exemp	ot (Overtime eligible)	
Employee Type:	mployee Type:   Classified Administrative/Professional Faculty  Non-student wage			
Home Campus:	ome Campus:			
Select which day(s)	you will be telewo	rking duri	ng Mason's Telework Week	
☐ Monday, 3/12 ☐	Tuesday, 3/13	Wednesday	y, 3/14  Thursday, 3/15  Friday, 3/16	
I already have a T	Celework Agreemer	nt		
Teleworking location	1:			
Address:			Telephone:	

PLEASE READ: Telework days during Mason's Telework Week 2018 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 Mason's 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 <a href="http://hr.gmu.edu/worklife/flex">http://hr.gmu.edu/worklife/flex</a>.

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 secure remote access.



## Mason's Telework Week

**March 12-16, 2018** 

If you have ever contemplated telework or wondered how your office may benefit from it, now is the time to try it out!

## **TELEWORK SUPPORTS:**

- Continuity of Operations
- Improved Productivity
- Recruitment and Retention
- Overall Well-Being
- Commuter Cost Savings
- Reduction of traffic, greenhouse gas emissions, and wear and tear on public transportation

Please contact the Life/Work Connections Team <a href="worklife@gmu.edu">worklife@gmu.edu</a> for questions regarding telework and other flexible work options at Mason. For questions regarding alternate transportation options, please contact Parking and Transportation Services at 3.9530 or <a href="www.jwalker8@gmu.edu">jwalker8@gmu.edu</a>.

