

MISSISSIPPI DEPARTMENT OF EDUCATION
AD-HOC Telecommuting Arrangements

In certain circumstances, such as special projects, or for extenuating medical reasons, temporary remote work arrangements *may* be available, subject to approval by an employee's Division Chief and the Office of Human Resources (OHR). These arrangements are approved on an as-needed, case-by-case basis only, with no expectation of ongoing continuance or recurrence.

If an employee and his or her Chief determine ad-hoc remote work is an appropriate accommodation, agree to the terms of the ad-hoc remote work arrangement, and wish to move forward, the employee shall complete a remote work agreement and file the agreement with OHR.

All ad-hoc remote work arrangements shall comply with the terms and conditions of MDE's remote work program policy found in Section 7.1 of the MDE Employee Procedures Manual.

Employee Signature:

Date:

Supervisor Signature:

Date:

Chief Signature:

Date:

Human Resources Signature:

Date: