What is the renewal process for existing teleworking agreements?

Tell Me

Tellwork/Remote Work Agreement Renewal Form must be submitted by the employee for approval by their manager/supervisor to renew an existing Telework/Remote Work Agreement. Employees should only use the renewal form at the beginning of the academic year (Sept. 1) if there are no changes required to the existing telework/remote work arrangement.

If there are any changes to the Teleworking/Remote Work Agreement, including changes to the employee's Teleworking or Remote Work location, department or number of days, a new Telework/Remote Work Agreement Form must be submitted.

Related FAQs

- Who do I call if I still have questions?
- What is the renewal process for existing teleworking agreements?
- What fields are required on the form?
- As a supervisor, am I required to allow my employees to work a flexible schedule or telework?
- Flexible Work Arrangements