

Telecommuting Process

- 1) Employee has a conversation with direct supervisor requesting a telecommuting schedule. The request must be approved at all appropriate levels of the department/unit. The process and levels may vary slightly depending on the department/unit. ***The Telecommuting Agreement should not be completed until the employee has received approval from the direct supervisor and the highest departmental authority for staff requests (e.g. department administrator, unit director).***
- 2) If the telecommuting schedule is approved, the employee completes the Telecommuting Agreement found at: <https://rpm.engin.umich.edu/human-resources/telecommuting/>
- 3) The employee prints the completed Telecommuting Agreement and routes to the direct supervisor for signature. (If the direct supervisor is not the highest department administration authority the supervisor should then route the signed telecommuting agreement to that individual for signature).
- 4) The highest department administrative authority (department administrator, unit director) must sign the approved Telecommuting Agreement.
- 5) All staff Telecommuting Agreements are to be maintained at the department level and made available upon request to CoE or U of M Human Resources staff as needed.