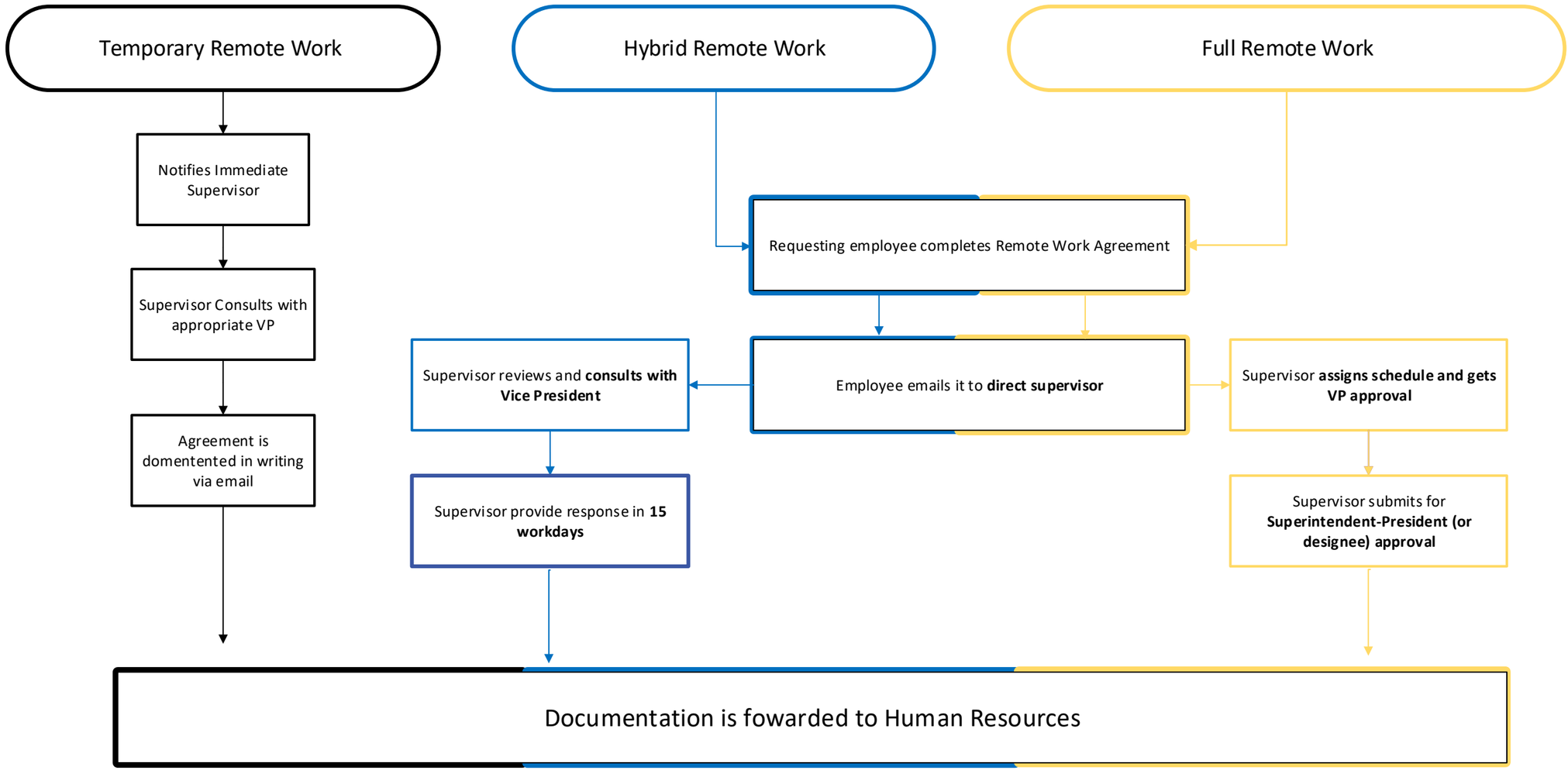
Temporary Remote Work
Hybrid Remote Work
Full Remote Work
Notifies Immediate Supervisor
Supervisor Consults with appropriate VP
Agreement is domentented in writing via email
Requesting employee completes Remote Work Agreement
Supervisor reviews and **consults with Vice President**
Employee emails it to **direct supervisor**
Supervisor **assigns schedule and gets VP approval**
Supervisor provide response in **15 workdays**
Supervisor submits for **Superintendent-President (or designee) approval**
Documentation is fowarded to Human Resources