

**MISSISSIPPI DEPARTMENT OF EDUCATION
TELEWORK ASSIGNMENT**

_____ is assigned to telework according to the following terms:

1. Approved alternative worksite location:

2. Approved telework schedule:

3. Approved work area at alternative worksite:

4. Approved equipment and supplies provided by MDE to telework:

*Attach copies of additional MDE Property Office documentation (if applicable)

*Attach completed VPN Security Agreement (if applicable)

A copy of the MDE Telework Program Policy is attached to this Telework Assignment. I have fully read and understand the attached policy and will comply with the terms and conditions in the policy and in this Telework Assignment.

Employee's signature and date: _____

APPROVED:

Supervisor's signature and date: _____

Department Director signature and date: _____