

STATE OF MISSISSIPPI DEPARTMENT OF EDUCATION	TOPIC: TELEWORK PROGRAM POLICY AD-HOC TELECOMMUTING
EMPLOYEE PROCEDURES MANUAL	<u>SECTION: 7.11</u> <u>PAGE 1 OF 1</u> <u>EFFECTIVE DATE:</u> <u>AUG. 31, 2023</u>

MISSISSIPPI DEPARTMENT OF EDUCATION

AD-HOC Telecommuting Arrangements

In certain circumstances, such as special projects, or for extenuating medical reasons, temporary telecommuting 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 telecommuting is an appropriate accommodation, agree to the terms of the ad-hoc telecommuting arrangement, and wish to move forward, the employee must complete a telecommute agreement and file the agreement with OHR.

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