

Manhattan Area Technical College
Institutional Policy and Procedure Manual

Policy No. 7.3.4

MATC Remote Work Request Form

Employee Name: _____ Position Title: _____

Is the position Hourly or Salaried? Hourly Salary

Enter the physical address for the remote work site: _____

Anticipated Effective Date for Remote Employment: _____

Is the remote work site in the state of Kansas? Yes No

Note: Out of State Employment may require the additional review and approval of MATC's board of Directors and/or Attorneys for risk analysis in adhering to out-of-state requirements.

Which Type of Remote Work is Being Requested?

- Hybrid: Work performed partially at a remote location per a set continuous schedule.
- Temporary: Short-Term duration (between 7 and 90 days) of continuous remote employment.
- Regular: continuous remote work that is not hybrid or temporary.

Please provide the reasoning for this request in detail:

Please provide an explanation of the anticipated schedule and/or duration of employee being remote:

Signature of Employee: _____ Date: _____

Supervisor Signature: _____ Date: _____

Deliver Completed Form to Human Resources.

Initial Reviewers: Human Resources, Supervising Dean/Director, Chief Financial Officer, Vice President of Operations.

Reviewers must indicate if they recommend approving the request, and provide comments of concern for summary of opinion. Summary of opinion shall be delivered to the President and include: Limitations on remote capability for fulfilling position responsibilities; foreseeable causes of undue hardship, security or expense concerns, in-person participation requirements of the position, concerns of poor performance or inability to successfully complete work without supervision; other tax, insurance, or legal concerns that would pose a risk to the college or to the department/program.