**TELEWORK POLICY [New Section]**

**Positions shall be posted as fully in-person, fully remote, or hybrid options. Requests for telework shall be made to the employee’s Director and shall not be unreasonably denied. Human Resources or designee will respond to the request within ten days, and if the request is denied, the reasons for denial will be provided in writing by the Employer at the same time as the denial.**

**The Supervisor shall make their best efforts to accommodate the requested schedule. If the Supervisor does not accommodate the requested schedule, they will work with the Employee to come up with a schedule that can be approved within ten days.**

**Employees on telework may participate in flexible or compressed work schedules or other flexible work arrangements.**

**By mutual agreement between the supervisor and teleworkers, teleworkers shall be permitted to swap or change their scheduled days.**

**Telework agreements may be indefinite or time-bound and related to work schedules or specific duties, but may be modified at any time at the supervisor’s or employee’s request and finalized by mutual agreement.**

**Employees will be given thirty days' notice of any changes to an approved remote work schedule.**