

Louisiana Military Department Situational Telework Request/Agreement

Name:	Personnel #:
Job Title:	Office/Section:
Email:	Supervisor Name:
Telework Start Date:	Telework End Date:

Section 1: Location Information

Office Location – Employee’s place of work		Proposed Telework Location	
Installation or Armory Name		Type or Name of Telework Location	
Building #		Building #	
Street Address		Street Address	
City		City	
State		State	
Zip Code		Zip Code	
Phone #		Phone #	
Work Domicile (parish)		Telework Domicile (parish)	

Section 2: Telework Description

Briefly describe your workspace, including furniture and equipment to be used and number of electrical outlets. Note any challenges that you believe you will encounter.

Section 3: Work Schedule

WEEK 1

WEEK 2

Work Day	# Hours	Start Time	Stop Time	Location (T or O)	Work Day	# Hours	Start Time	Stop Time	Location (T or O)
Monday					Monday				
Tuesday					Tuesday				
Wednesday					Wednesday				
Thursday					Thursday				
Friday					Friday				
Saturday					Saturday				
Sunday					Sunday				

WEEK 3

WEEK 4

Work Day	# Hours	Start Time	Stop Time	Location (T or O)	Work Day	# Hours	Start Time	Stop Time	Location (T or O)
Monday					Monday				
Tuesday					Tuesday				
Wednesday					Wednesday				
Thursday					Thursday				
Friday					Friday				
Saturday					Saturday				
Sunday					Sunday				

Section 4: LMD Equipment

LMD equipment to be used at the employee’s telework location. Check and list appropriate items.			
	Type Equipment	Serial #	State Inventory #
	Laptop		
	Desktop CPU		
	Monitor #1		
	Monitor #2		
	Keyboard		
	Mouse		
	Docking Station		
	Printer		
	Other:		
	Other:		
	Other:		

Section 5: Supervisor/Employee Understanding

- Employees approved for Situational Telework will report telework hours performed using the “ZTEL” time code.
- Teleworkers are responsible for obtaining reliable phone service with voicemail capability and high-speed internet connections.
- Teleworkers shall be connected to the RCAS Virtual Private Network (VPN) during work hours and will adhere to all LANG and LMD Information Technology Policies.
- During telework, all official business responsibilities, objectives, goals and deadlines shall be maintained. Teleworkers are expected to maintain productivity and quality of work as though they were working from the primary worksite. Employees must adhere to the performance standards and fulfill the duties and responsibilities of their assigned position.
- Employees must be free from distractions while teleworking. Teleworkers may not engage in personal business during working hours for any purpose for which leave (annual, sick, FMLA, etc.) would otherwise be required.
- Telework requires the employee to forward his or her assigned office phone line to a voicemail-capable phone line provided by the employee. During working hours, teleworkers will answer phone calls and return phone messages promptly. Teleworkers will return phone messages left outside of working hours as soon as possible when working hours begin.
- An employee shall be available to report to their primary worksite or temporary worksite as directed by the agency. To this extent, they must be available to travel to their primary worksite with as little notice as the same workday or a temporary worksite within a reasonable time. During losses of RCAS VPN capability, LMD may require the teleworker to return to the physical office in order to access RCAS via hardline.
- The employee accepts responsibility for maintaining the security, condition, and confidentiality of agency equipment and materials (including but not limited to files, applications, manuals, forms, etc.) at the alternative worksite.
- No employee engaged in telework will be allowed to conduct in-person face-to-face agency-related business at the alternative worksite.
- Any work-related injuries must be reported to the employee’s supervisor and the agency Safety Coordinator immediately.
- LMD may conduct unannounced inspections of the teleworker’s alternative worksite to ensure the worksite meets the requirements referenced in the telework policy.
- LMD may terminate Teleworking Agreements at any time, with or without cause, and this decision will be final.
- Should the need for situational telework exceed 30 days, the employee must submit a new LMD Telework Agreement Form.

Section 6: Certification

Employee Signature		Date
Supervisor Recommendation	Supervisor Signature	Date
Appointing Authority Recommendation	Appointing Authority Signature	Date