

Subject: Fillable Teleworking Agreement and Teleworking Tips
Date: Tuesday, June 16, 2020 at 2:56:20 PM Eastern Daylight Time
From: Campus Alerts

From: Rodney Byrd
Sent: Tuesday, March 17, 2020 6:03 PM
Subject: Fillable Teleworking Agreement and Teleworking Tips

Good evening colleagues,

Thank you for your diligence in returning the Temporary Teleworking Agreements. For those managers and employees who have not had a chance to return the form, I have attached a PDF fillable teleworking agreement. I have also attached some helpful tips for managers and employees alike that relate to successfully teleworking and managing a team that is teleworking. Please share with your employees accordingly. **Return all signed teleworking agreements via email to Harriett Houston at HarriettHouston@clayton.edu and Rodney Byrd at RodneyByrd@clayton.edu.** Please feel free to contact me or Harriett Houston if you have any questions regarding teleworking. Thank you and stay safe.

Rodney Byrd, PHR, SHRM-CP, CPP
Executive Director, Human Resources
Clayton State University
2000 Clayton State Blvd.
Morrow, GA 30260