



## Out-of-Area Telework Plan (AEA Teachers)

This Out-of-Area Telework Plan (Plan) supplements and does not supersede the Telework Plan already completed by the undersigned employee. The Plan identifies an alternate location for telework that is outside the Anchorage and Mat-Su Valley area. The request for out-of-area telework was based upon a statement of compelling personal reason from the employee to the Chief Human Resources Officer.

This Plan is intended to ensure that both the District and employee has a clear, shared understanding of the expectations under this Plan and under the employee's existing Telework Plan and Agreement Form. This Plan is not a contract of employment and does not provide any contractual rights to continued employment. It does not alter or supersede the terms of the existing employment relationship.

### Employee Out-of-Area Telework Information

|                                                       |  |
|-------------------------------------------------------|--|
| Employee Name:                                        |  |
| Job Title:                                            |  |
| School (or other location):                           |  |
| Principal (or other supervisor):                      |  |
| Address of location where telework will be performed: |  |

### District provided Equipment

The employee is expected to utilize District provided equipment including a laptop or tablet in providing instructional services to students. Any equipment issued for the purpose of telework that is in addition to the laptop, tablet or other equipment previously provided to the employee, shall be documented below.

***List District equipment provided for telework below:***

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**Acknowledgement**

|                                                                                                                      |  |
|----------------------------------------------------------------------------------------------------------------------|--|
| I have read and understand the Out-of-Area Telework Plan and agree to its terms as set out above (employee initials) |  |
|----------------------------------------------------------------------------------------------------------------------|--|

Employee signature: \_\_\_\_\_

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