**is assigned to remote work according to the following terms:**

1. Approved alternative worksite location: 



1. Approved telework schedule:



1. Approved equipment and supplies provided by Mississippi Library Commission to telework:





\*Attach copies of additional Agency Property Office documentation (if applicable)

\*Attach completed VPN Security Agreement (if applicable)

A copy of the Agency Remote Work Program Policy is located on the agency website. I have fully read and understand the policy and will comply with the terms and conditions in the policy and in this Remote Work Assignment.

Employee’s signature and date: 

**APPROVED:**

Deputy Director’s signature and date: 