



Telework Employee Acknowledgment

Clear Form

Frederick County Public Schools
191 South East Street
Frederick, Maryland 21701

Form #300-02F
[Regulation 300-02](#)
May 2023

Any employee who wishes to telework must check each of the following acknowledgements and sign this document.

I acknowledge:

- ☐ I have received a printed/electronic copy of Regulation 300-02 Telework.
- ☐ I understand the expectations and obligations associated with telework.
- ☐ I understand that telework is a work option that is subject to change based on the needs of the position and is not guaranteed as a permanent adjustment.
- ☐ I understand that FCPS reserves the right to revise the content of this agreement or its terms, in whole or in part, at its discretion.

My signature acknowledges that I have read Regulation 300-02 Telework and I understand the expectations and obligations associated with telework.

Employee Printed Name

Employee Signature

Date

☐ Approved ☐ Denied

Comment

Supervisor Printed Name

Supervisor Signature

Date

Cabinet Member Printed Name

Cabinet Member Signature

Date

File To: Human Resources; Personnel File