

Telework - Notice of Termination of Participation

Refer to IMCOM Regulation 690-610 for guidance to complete this form, proponent is G1

Effective date

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Name of Employee:

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Name of Supervisor:

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REASON(S) FOR TERMINATION

The reason(s) for this action are:

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Possible Reason(s) (*not all inclusive*):

1. The arrangement no longer supports the mission.
2. Performance standards are not being met or conduct is unacceptable.
3. Normal production or quality of work is not being maintained.
4. Costs of the arrangement became impractical.
5. Technology changes require return to the regular office.
6. There is a change in work requirements.
7. Employee did not comply with the terms of the agreement.
8. Employee is being counseled or disciplined for leave abuse.
9. Employee is needed at the work-site.

Telework is not a right and may be terminated at the discretion of the supervisor or at the employee's request. Supervisors should provide advance notice to the employee of the termination. All disputes will be handled through the employee's applicable grievance procedures.

SIGNATURES

Employee Signature

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Date

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Immediate Supervisor Signature

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Date

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Send a copy to the unit timekeeper