

## MnDOT Telework Schedule and Acknowledgement Form is now available

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A Notemailer was sent to all employees on Aug. 23 announcing that:

- Beginning in October, employees will be required to report in-person a minimum of one day per month;
- Supervisors would begin conversations with employees about telework; and
- A new automated Telework Schedule and Acknowledgement form is due by Oct. 1 for any employee who teleworks.

The MnDOT Telework Schedule and Acknowledgement Form is now available, and the link is found in the [Telework Procedures](#).

This new form uses a Microsoft program called Power Apps. If you have not previously used Power Apps, please see the [Quick Start Guide for Microsoft Power Apps](#) and follow the instructions before trying to complete or approve a telework arrangement.

Please contact your supervisor, local human resources staff, the [FAQ page on iHUB](#), or the [Central Office Labor Relations Team](#) if you have any questions additional telework information is available on the [Work EVO Telework iHUB page](#)

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*MnDOT invites and encourages participation by all people in their programs, services and activities.*

*If you need an ASL, a foreign language interpreter, or documents in an alternative format (such as braille, large print or in a different language) at no cost, please email your request to Janet Miller at [ADArequest.dot@state.mn.us](mailto:ADArequest.dot@state.mn.us) or call 651-366-4720. Relay service: 711.*

*If you need any other reasonable accommodation to participate (such as seating modification or auxiliary aids), please email your request to [Accessibility.DOT@state.mn.us](mailto:Accessibility.DOT@state.mn.us) or call 1-833-400-8432. Relay service: 711.*