



KALAMAZOO COUNTY GOVERNMENT
REQUEST FOR OFFSITE ACCESS TO EMAIL
Non-Exempt Positions only

I would like to request that the employee(s) in the following position receive access to their email offsite. Offsite access may include access via a VPN laptop and/or access to email via the internet or via their mobile phone.

POSITION # _____

POSITION TITLE _____

The employee(s) in the above position need access to their email offsite because:

Department Head/Court Administrator/Elected Official's signature

Date

FOR HUMAN RESOURCES ONLY

Approved

Denied

Human Resources Director's Signature

If approved,

- HR emailed the consent form to all employees in the above position #. _____
- HR received signed consent form from all employees in the above position #. _____
- HR notified Information Technology to add offsite access to email. _____

HR Staff Initials