**INTERNATIONAL BOUNDARY AND WATER COMMISSION UNITED STATES SECTION**

**4191 N. Mesa Street**

**El Paso, TX 79902**

**FOR ACTION**March 12, 2020

**MEMORANDUM**

**TO :** Fred Graf, Director of HR

**FROM :** Jennifer Pena, Chief Legal Advisor

**SUBJECT :** Request for Telework for Brenda Porras

I am requesting your approval of the following telework agreement:

**Effective Date:**

**End Date:**

**Duty Hours:**

**Reason for Request**: Employee should be considered part of the IBWC’s “Mobile Work Force” as her duties will often require them to work remotely, while on travel and in emergency situations away from their normal work space. This telework agreement is intended to mitigate existing staff shortages and subsequent work load that currently exists within our division.

Approved Disapproved

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Approving Supervisor’s Signature Date

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