

## Remote Work Proposal- Staff and Administrators

Employees requesting to work remotely for more than 1 or 2 days per week will complete this form and send it to their supervisor for review. Supervisors will make an assessment, discuss it with leadership and human resources, and will notify the employee of the outcome. Employees who request remote work for less than 3 days per week should discuss

Employee Name:	Date of Request:	Emp ID:
Employee Title:	Employee Email:	Ext:
Supervisor Name:	Supervisor Email:	Ext:
Department/Division:		

---

Describe the request for remote work and the reasons why the employee believes the position is suitable for this arrangement, and why the employee would be successful in meeting the essential functions of the employee's position if a remote work arrangement were to be approved: (Use additional attachment if needed)

---

**Employee must complete this section about the requested remote work arrangement**

Fully Remote or Hybrid?

If hybrid, insert number of days per week requested. Request for less than 3 days per week can be informally approved by your supervisor without a formal proposal.

If hybrid, indicated the preferred specific days of the week for remote work.

Other

Employee:

Signature

Date Signed

---

Supervisor section:

Is the job exempt or non-exempt? Please select one.      Exempt (salaried):      Non-exempt (Hourly)

The employee has successfully completed their provisional period and the completed provisional evaluation has been delivered to the employee and human resources.      Yes      No

The Employee performance meets or exceeds expectations in all areas of the last performance evaluation.      Yes      No

The Employee has not been on any form of progressive discipline during the past 12 months.      Yes      No

---

Supervisor is required to assess the request, discuss it with the supervisor's immediate supervisor, and forward the proposal and supporting information to Human Resources for consultation and approval. (Note: If the next level supervisor is not in favor of moving the proposal forward, the process stops.) Consult with HR on questions.

**Signing this form does not constitute official approval of the remote work proposal.** Discuss the proposal with human resources. If fully approved by HR, the employee is required to sign a Remote Work Agreement.

Supervisor:

Signature

Date Signed