

Employee Telecommuting Request Form

Telecommuting allows employees to perform a portion of their job responsibilities at an alternative work site while maintaining a full-time employment schedule. The employee's duties, obligations, responsibilities and conditions of employment with the University remain unchanged when the arrangement involves only a change in work location.

The decision to permit an employee to telecommute is at the discretion of the employee's manager and is informed by the nature of the employee's position and the feasibility of performing the role successfully in an alternative environment. A telecommuting arrangement is most appropriate for a position that has clearly defined tasks, measurable work activity, and does not require the employee to be present in the office during all normal business hours.

A telecommuting arrangement will be reviewed with consideration given to the following:

- It supports the department, college and university's goals, including cost effectiveness, excellent service, and high productivity
- The impact on the equitable work distribution, productivity, and communication needs among colleagues
- Appropriate performance standards and measures will be in place
- Established means of supervision, communication, and systems of accountability

Below is a procedural checklist for an employee to complete when requesting a short or long-term telecommuting arrangement.

Duration of Telecommuting Arrangement:

- Short-Term (up to 3 months)* Long-Term (3-12 months)*

*Must consult with Human Resources. A telecommuting arrangement may be extended upon review by the manager and employee in conjunction with Human Resources.

Time Period of Telecommuting Arrangement:

Start Date: _____ End Date: _____

Steps for Requesting A Telecommuting Arrangement	Completed
Read the Flexible Work Arrangement and Telecommuting policies	<input type="checkbox"/>
Prepare a written telecommuting request including a sample schedule of the desired arrangement along with an explanation of the method that will be used to provide required services or work product.	<input type="checkbox"/>
Initiate a conversation with your manager regarding telecommuting.	<input type="checkbox"/>
Submit the request to your manager for review.	<input type="checkbox"/>
Determine, with your manager, the following: <ul style="list-style-type: none"> a. Duration and schedule of the telecommuting arrangement b. Performance standards and measures c. Methods and expectations of accessibility, communication, and accountability with management and co-workers while telecommuting d. Technology requirements (telephone, voicemail, computer, internet, etc.) e. Notification of attendance at any required on-site meetings or events f. Maintaining the security of work related materials including documents saved on a computer or taken off-site and safe destruction of confidential work-related documents. Refer to the university's Information Security Policy and the additional technology related information within the Telecommuting policy. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
If an agreement is reached, document the details of the telecommuting arrangement including maximum length of time and equipment needs.	<input type="checkbox"/>
Submit a plan to your manager giving details of the proposed alternative work site including at a minimum: address of the work space, description of the location (e.g. residential, office building, etc.), inventory of office equipment, square footage dedicated to work space, and photos of the work space.	<input type="checkbox"/>
Be aware the work site is subject to physical inspection by DePaul University and any agents acting on behalf of DePaul University.	<input type="checkbox"/>

Review the document with your manager. Additional approval by an academic or administrative officer is required.	<input type="checkbox"/>
Arrange any technology or equipment requirements.	<input type="checkbox"/>

Employee Responsibilities

- Establish a space conducive to productive work and maintain safe work conditions.
- Maintain accurate time reporting (including entering work time, vacation time, and sick time).
- Obtain prior management approval for overtime.
- Maintain asset, data and information security. This includes, but is not limited to, operating systems, antivirus/antispymware protection, and secured network access.
- Business visits or meetings shall not be held at the alternative work site without approval of employees' manager.
- Telecommuting work must be conducted only at pre-approved work site, and never during transit to or from the telecommuting work site.
- Do not permit other persons to utilize the work space during business hours. The employee is liable for any injuries sustained by visitors to their work site.
- Comply with all safety policies and procedures, including immediately reporting injuries sustained during working hours to your supervisor.
- Employee is responsible for insuring all equipment, not owned by DePaul University, used for telecommuting. The University will not be responsible for operating costs, home maintenance, property or liability insurance, or other incidental expenses (utilities, cleaning services, etc.) associated with the use of the employee's residence.
- Manage dependent care or personal responsibilities in a way that allows for successful meeting of job responsibilities. A telecommuting arrangement is not meant as a substitute for child/dependent care.

An employee can request the discontinuation of a telecommuting arrangement before its scheduled time of expiration. A telecommuting arrangement can be discontinued by management with a four week notice when possible, though an immediate and unanticipated operational need may require the immediate suspension of the telecommuting arrangement.

Employee Information

Last Name:	First Name:	Employee ID Number:
Department:	Employment Type: <input type="checkbox"/> Salary/Exempt <input type="checkbox"/> Hourly/Non-Exempt	Campus Phone Extension:

Employee Acknowledgement/Agreement

I have read the Flexible Work Arrangement and Telecommuting policies and understand the requirements, and I have completed the steps outlined in this form.

Employee Signature:	Date:
----------------------------	--------------

Manager and VP/Dean Approval

The employee telecommuting arrangement requires manager and VP/Dean approval.

Manager Signature:	Date:
VP/Dean Signature:	Date:

Return the completed Employee Telecommuting Request form to the Human Resources Benefits Department. The form will be placed in the employee benefits file.