

Telecommuting Request

At the discretion of an employee's manager, telecommuting arrangements will be considered when mutually beneficial. The employee and manager should evaluate the costs and benefits of telecommuting, identify work expectations, and clearly communicate how expectations will be met. The general expectation for a telecommuting arrangement is that all regular job duties and productivity standards will be accomplished, regardless of work location.

Employee Name:
Job Title:
Department:
Manager:
<input type="checkbox"/> Union <input type="checkbox"/> Non-represented
<input type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
Type of arrangement requested: <input type="checkbox"/> Set schedule: _____ <input type="checkbox"/> Special project: _____ <input type="checkbox"/> Occasional: _____ <input type="checkbox"/> Other: _____
Proposed Duties Suitable for Telework:
Employee signature:
Request Date:

Please return the completed form to your manager. If approved, HR will provide you with a telecommuting agreement to review and sign. It is highly recommended that employees discuss the request with the manager before submitting the form.

A copy of the Telecommuting Policy is available on the City's website under Employee/Policies & Collective Bargaining Agreements.

Supervisor signature:	Approval Date:
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