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**TELECOMMUTING REQUEST FORM**

The following form can be used by employees who would like to request a Work From Home (WFH) or telecommuting schedule. 1 Page 20-755

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**Information Services (IS) Department Employee Telecommuting Request**

The objective of the IS Telecommuting Program is to permit staff, whose roles allow, to perform work away from their regular work location as well as to ensure that [ORG]’ Information Technology devices are accessible and manageable in case of emergency.

Though telecommuting might be a viable option for many eligible employees, it is not a right; it is an option that can be modified or revoked by the Management Team or the CIO. Employees whose work cannot be adequately performed away from their regular work location are not eligible to telecommute. Further, for a variety of operational reasons, telecommuting may not be made available to all employees, including those, whose work can be performed away from the regular work location.

For employees whose work can be performed from a remote location, the following requirements must be met in order to be considered for a telecommuting authorization:

* If you are requesting a regular telecommuting schedule, you must submit a written request to the department’s Director or your immediate supervisor. Occasional requests to telecommute should be forwarded individually to department management on an as needed basis, for approval.
* You must receive advance authorization for telecommuting from your immediate supervisor, Department Director or CIO **before** starting any telework.
* You must have high speed internet access from the remote location and the ability to connect to the [ORG] network via VPN, DMVPN, VDI or some other sanctioned method of connection.
* You must have the client software for Cisco Jabber or another IS sanctioned communication application installed on your laptop.
* You must be logged in and reachable through Jabber or other approved messaging client. If you need to step away, your messaging status should be changed appropriately (meeting, lunch, break, etc.).
* Due to limitations with the telephony system, 911 calls cannot be placed using a telephony application installed on a [ORG] computer (Jabber, etc.). Therefore the users of these phones must agree not to place 911 calls from these applications and must use a personal phone to place emergency calls.
* You must be available to come into the office within 1 hour when called upon.
* You must be available for conference calls and meeting via phone or Webex.
* You must ensure that any company information is stored only on company property that no [ORG] devices will be accessed by unauthorized individuals, including friends and family.
* You must physically protect all [ORG]-owned devices, any devices storing [ORG] data, and any devices connecting to [ORG] network remotely. Work from a secure location and do not leave devices unattended.
* You must physically protect any sensitive or confidential information on paper or displayed on your computer screen.
* You must immediately report if your device is lost, stolen, tampered, or you suspect any suspicious activity on your device.
* If you take a day off during the week, you will not be able to telecommute that week, unless specifically authorized by management.
* If the work week contains a holiday, you will not be able to telecommute that week, unless specifically authorized by management.
* Available recurring telecommuting days are Tuesday, Wednesday, or Thursday.
* Telecommuting privileges can be revoked or amended, at any time for any reason, by the CIO or a designee.

**Telecommuting days, times:**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tuesday | | | | Wednesday | | | | Thursday | | | |
| Start |  | End |  | Start |  | End |  | Start |  | End |  |

Supervisor (Name, Title, Signature) Date

***I understand and agree to abide by the [ORG] “IS Department Telecommuting Program Standard”***

/ \_/ \_ Employee Name Kronos ID Signature Date