

Columbia College - Remote Work Request Form - April 2022

Employee Name: _____

Department: _____ Program Chair/Dept. Manager: _____

Proposed remote work location: _____

Proposed Start date _____

Proposed End date _____

- Step 1:** Employee initiates the request after reviewing Columbia College's **Remote Work Policy**
- Step 2:** Employee and Manager meet to jointly review the request and complete questions in **Appendix A** to establish alignment with departmental needs and determine what specific agreements will be necessary for the request to be successful.
- Step 3:** Employee Completes the **Home Office Safety Checklist and, IS Remote Work Checklist.**
- Step 4:** Employee and manger confirm agreements developed to support the Remote Work Agreement.
- Step 5:** Employee submits Request Form and Checklists to HR for review.
- Step 6:** If the request is approved, the employee will receive the **Remote Work Agreement** from HR to sign.

My manager and I have discussed this request and have developed agreements to support its success

The employee and I have discussed this request and have developed agreements to support its success

Employee Name

Department Head/Manager/or designate Name

Employee Signature

Department Head/Manager/or designate Signature

Date

Date

Proposed Work Schedules, review intervals and check-in schedules

Hours should be scheduled within regular College operating hours (7:30 am – 5:30 pm Mon-Fri).
Exceptions may include weekend Continuing Education or other weekend classes.

	Scheduled Days/Times	Indicate <u>On-site</u> or <u>Remote</u>	# of Work
Hours			
Sun	_____ to _____	_____	_____
Mon	_____ to _____	_____	_____
Tues	_____ to _____	_____	_____
Weds	_____ to _____	_____	_____
Thurs	_____ to _____	_____	_____
Fri	_____ to _____	_____	_____
Sat	_____ to _____	_____	_____

Appendix A

Please respond to each of the following questions in writing in the space below each question.

Work Assignments, Expectations and Feedback Agreements

Consider how you will ensure performance expectations are clearly defined and systems are in place to identify and address issues or challenges early when working remotely?

How could this request positively or negatively impact unit operations and/or student or client service aspects of the role?

How will on-campus tasks be distributed equitably among team members?

How will work assignments, goals and priorities be established and work reviewed?

How will you address emergent needs such as staff coverage, student/client or operational requirements that require changes or flexibility in the remote work arrangements?

How will you ensure that you will be available to work on-site if needed or requested?

Remote Workspace Location, Office Setup and Technology Agreements

How you will ensure you have appropriate workspace, internet connectivity and technology available to support remote work.

How will you ensure regular two-way communication occurs between you and your team members and manager during regular working hours?

How have you ensured that internet connectivity and speed at the remote work location is sufficient for the needs of the role? What contingencies are in place for an unexpected internet outage?

What additional practices and protocols do you need to adopt to comply with College's system and data security policies and guidelines?

What support, training or access to technology is needed for online collaboration, information sharing and meeting participation?

Employee Mental Health and Emotional Wellbeing Agreements

How will you ensure appropriate work/home boundaries are maintained?

How will you create opportunities to participate in the informal interactions of the workplace?

What kind of check-ins will be put in place to ensure your health and well-being given we won't be seeing each other in person every day?

Other: