



Telecommuting and Remote Work Request Form

It is the philosophy of the BOCES that the services it provides are best accomplished when employees work onsite. Not all employees and positions are suitable for telecommuting or remote work. Suitability for telecommuting or remote work is based upon the individual employee as well as the employee's position and is to be determined by the employee's supervisor and District Superintendent, in accordance with policy. Formal telecommuting or remote work arrangements must be approved in writing by the District Superintendent.

Please follow the procedure below and attach all relevant documentation to this form.

1. An employee who desires to telecommute or to have a remote work arrangement must submit a written proposal to their director. The proposal must include a rationale for the request and the anticipated start and end dates for the period of time requested. The director and employee shall meet to discuss the proposal.
2. The director will submit a written recommendation and rationale to approve or deny the request.
3. The director will attach a copy of the employee's written proposal and supervisor recommendation to this form and submit to Human Resources.
4. Human Resources will forward the request to the District Superintendent.
5. The District Superintendent or designee will notify the employee of the approval or denial of the request in writing.
6. If approved, the employee shall be required to submit a written acknowledgement of the rules and guidelines pertaining to Telecommuting and Remote Work, in consultation with their supervisor.

(Employee's name) _____ has submitted a written proposal to me requesting approval for telecommuting or a remote work arrangement. I have attached the employee's proposal to this form.

I have met with the employee to discuss their request, as it relates to the Cayuga-Onondaga BOCES Telecommuting and Remote Work Policy.

I have written a recommendation to approve or deny this request, with a rationale, and attached it to this form.

Director's signature _____ Date _____

Director of HR's signature _____ Date _____

According to the Cayuga-Onondaga BOCES Telecommuting and Remote Work Policy, the request to telecommute or have a remote work arrangement is hereby

Approved

Denied

District Superintendent's signature _____ Date _____