Administrative Faculty Telework Pilot Program – 2024



Form to Request Telework One (1) Day Per Week

I am requesting to telework one (1) day per week within the guidelines of the Administrative Faculty Telework Pilot Program -2024 (01/01/2024 -12/31/2024).

Name:	
Job Title:	
Department:	
Requested day of	of the week:
Technology in p	lace at the telework site (please check all that apply):
Compute	er/laptop (monitor if applicable) with audio, video and internet capabilities
Reliable	telephone and internet access with sufficient speeds to complete work
Compute	er software including MS Teams, Outlook, Jabber and adequate security
I have read the g	uidelines for this pilot program and understand my obligations for compliance.
Employee signat	ture Date
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Approved to telework on the following day of the week: ______

Supervisor signature

Date

cc: Division Head Human Resources