

John Carroll University Telecommuting Request

I. General Information	
Today's Date:	
Employee Name:	
Employee ID:	
Position:	
Department:	
Office Phone:	
Supervisor's Name:	
Home Location:	
Miles from JCU campus:	
II. Describe how the current job will be adapted to telecommuting:	

III. Rate the following job characteristics according to the current job:		
Job Requirements	Major Job Aspect	Minor Job Aspect
Ability to control and schedule work		
Clear and understandable work assignments		
Work independently		
PC / computer terminal work		
Amount of face-to-face contact with customers		
Amount of telephone communication required		
Amount of confidential data access		
IV. Indicate type of telecommuting work:	Percent of Time	
Writing		
Word processing		
Data entry		
Reading		
Talking on the telephone		
Responding to email correspondence		
Research / Evaluation / Analysis		
Field visits / Meetings		
Other:		
Other:		
100%		

V. Indicate the duration and frequency of this request:

1. How long will the proposed telecommuting assignment last?

Telecommuting beginning date: _____

Telecommuting ending date: _____

2. Indicate the frequency of the proposed telecommunication assignment:

One day a week

Two days a week

Three days a week

Four days a week

Five days a week

Other: _____

VI. How will the telecommuting assignment meet departmental goals in improving the student experience and result in cost savings to the organization?:

VII. Please explain how performance will be monitored and the criteria that will be used to measure performance:

VIII. Human Resources Review		
	YES	NO
1. Are the job duties conducive for telecommuting?		
2. Has the employee worked for on site for at least six months and completed the appropriate probationary period?		
3. Does the employee have satisfactory performance evaluations?		
4. Does the employee have a satisfactory attendance record?		
5. Can organizational cost savings be realized from this proposed telecommuting assignment?		
6. Did employee receive a copy of the telecommuting policy?		
7. If approved, is there an executed telecommuting agreement on file?		
IX. Vice President Approval		
<p>The proposed telecommuting assignment has been reviewed and approved by the Division Vice President and the Assistant Vice President, Human Resources. (Any conditions noted below)</p>		
_____	_____	
Divisional Vice President	Date	
_____	_____	
Assistant Vice President, Human Resources	Date	
Additional Conditions:		