To respond to the dynamic demands triggered by COVID-19, Western Colorado University has established a temporary Telecommuting Policy for employees whose job functions are suitable for remote work. The temporary Telecommuting Policy is intended to: (a) enable flexible yet productive options to sustain campus operations, and (b) provide employees the necessary options to attend to external disruptions. The policy is effective immediately and active through Friday, April 3, 2020, and is applicable to both non-classified and state classified staff. Remote work via telecommuting is at the discretion and approval of the respective Vice President. In order to be considered for remote work via telecommuting, the employee must complete and submit the following to the respective Director and Vice President.

Employee Name:
Position Title:
Department:
Immediate Supervisor’s Name:
Vice President’s Name:
Telecommuting Physical Address:

Employee, please answer the following questions in relation to your telecommuting request.

1) What are the hours of the day when you will be available to answer work related calls and emails?

2) How will you document work hours and productivity?
3) What is the telephone number your supervisor and others shall use to contact you?

4) What are the technological challenges you foresee preventing you from successful and effective telecommuting?

5) How will you mitigate such challenges?

**Employee Statement.** I hereby request approval to work remotely/telecommute. In doing so, I understand that telecommuting is a privilege and not an entitlement, and that I understand that I am expected to uphold high levels of work standards and performance.

Signed ______________________________ Date _______________

**University Approvals.**

Department Director/Supervisor ______________________________

Presiding Vice President ______________________________