



## Request for Remote Work

Staff employees may request to work remotely during the period of online instruction during the coronavirus COVID-19 outbreak. Staff employees must submit the request to their Vice President to obtain approval. Approval will be granted on a week-by-week basis.

Name:	Date Requested:
Job Title:	Department:

I request to work remotely during the online instruction period. I understand that this approval will be granted in one-week increments. At the end of each week, I will send my direct supervisor an email summarizing how I met the job duties listed below.

During the remote working period, I will be accountable to the following job duties:

- Read and respond to emails in a timely manner
- Answer phone calls in a timely manner
- Complete the following duties specific to my position

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I confirm that I have everything I need (including equipment and electronic access) to conduct my job remotely.

Employee Signature: \_\_\_\_\_

Status: A    Approved    Not Approved

Vice President Signature:

Date:

March 13, 2020

