Telework Request Form: An Introduction: The Why vs. The What

September 29, 2021

Peter Blackmer, Associate Chief Human Resources Officer for Labor and Employee Relations

The University of Vermont
Topics we will cover today

Employee View/Request

Supervisor View/Review & Recommendation

Mid-Level Mgmt (optional) Review & Recommendation

VP/Dean View / Review Approval/Denial
Employee View - Submission
Employee View - Submission

Employee Options

- Enter New Request
- View a Request
- Edit a Request
- Cancel a Request
- Renew a Request
Employee View - Submission

UVM Telework Requests

Select the position for this request

You have multiple positions for which a Telework Request has not yet been submitted. Please choose the position you wish to use for this request by clicking the green check mark beside the position. To close this window, click the 'X' icon in the upper right-hand corner of this window.

<table>
<thead>
<tr>
<th>Position #</th>
<th>Department</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>123666</td>
<td>Example Dept</td>
<td>Celia Dennis</td>
</tr>
<tr>
<td>123555</td>
<td>Other Sample Dept</td>
<td>Edith Powell</td>
</tr>
</tbody>
</table>

Enter New Request

Renew a Request
Employee View - Submission

Enter New Telework Request

Employee Information

Employee Name: Doug French
Department: Example Dept

Employee ID: 066666
Position Number: 123456

Employment Category for Position of this Request:

- Faculty
- Staff
- Temporary
- Post-Doc

Student employees do not use this process or this form. Contact UVM's Student Employment Office for more information.

Planned start date of agreement:

Planned end date of agreement:

Agreements must be reviewed at least annually. This date cannot exceed 1 year from the start date.

The employee will work at:

(street address, city, state, zip):

Street Address:

Bldg/Unit/Apt:

City:

State Abb: Zip: Country: USA

All required fields must be complete before submission.

Submit
## Employee View - Submission

### Enter New Telework Request

**City:** Burlington  
**State Abbr.:** VT  
**Zip:** 05401  
**Country:** USA

**IMPORTANT:** If the remote work location is out of Vermont, employees are required to follow UVM's current out-of-state policies and protocols. Go to UVM's Payroll website and follow the requirements listed under the "Out-of-State Employees" header.

### Is this request for Full Telework or Hybrid?
- [ ] Full (employee is rarely, if ever, on-site. Most work is done from the remote worksite)
- [ ] Hybrid (employee works a set amount of time on-site and a set amount of time at a remote worksite)

### The remote telework work schedule (day(s) and hours per day) are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td>7.5</td>
<td></td>
</tr>
</tbody>
</table>

Specify what days the employee is expected to be remote and the total number of hours per day that the employee is expected to work remotely. For example, Mondays 7.5 hours, Wednesdays 3 hours, etc.

### The on-campus work schedule (day(s) and hours per day) are:

<table>
<thead>
<tr>
<th>Day</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Specify what days the employee is expected to be on-campus and the total number of hours per day that the employee is expected to work in-person. For example, Mondays 7.5 hours, Wednesdays 3 hours, etc.

### The working & available schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
</table>

**Submit**

All required fields must be complete before submission.
Employee View - Submission

Enter New Telework Request

The working & available schedule (times of day):

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-12:00</td>
<td>8:00-12:00</td>
<td>8:00-12:00</td>
<td>8:00-12:00</td>
<td>8:00-12:00</td>
<td>8:00-12:00</td>
<td>8:00-12:00</td>
</tr>
</tbody>
</table>

Specify the hours that the employee is expected to be working and available. For example, an employee who is expected to work 7.5 hours remotely every Monday could be scheduled to work 7:00 AM - 1:00 PM and 3:00 PM - 6:30 PM. Employees are expected to be available during all scheduled hours unless other arrangements have been made (i.e. employee is approved to work exception time, such as vacation or sick time).

If there are multiple start and stop times, enter them separately (i.e., 8:00-12:30, 3:00-6:00).

The employee will be accessible via Teams and UVM email during scheduled hours specified herein. In addition, employee will also be accessible via:

- **Phone:** Yes [ ] No [ ]
  - Phone Number: (802) 555-1111

- **Email:** Yes [ ] No [ ]
  - Email Address: dfrench3@uvm.edu

Must use uvm.edu or med.uvm.edu email address for all work-related communications.

- **Text:** Yes [ ] No [ ]
  - Mobile Number: (802) 777-1234

Description of remote work:

Employee is personally responsible for all phone, internet, text, data, and voice charges.

All required fields must be complete before submission.

Submit
# Employee View - Submission

## Enter New Telework Request

![Image of the Employee View - Submission form]

### Computing Devices (Including laptops, docking stations and monitors) & Serial Numbers:
- Dell Inspiron 15 Laptop - DELL12345677
- Dell 27” Monitor - DELL23452122

If computing devices are needed in order for the employee to work remotely, a separate Information Security, Privacy and Confidentiality Agreement is required.

### Furniture & Serial Numbers:
Use the 'Add/Remove Furniture' button to the right to add furniture and serial numbers for this employee and position.

### Office Supplies:
- **Yes**
- **No**

Specify: I have a file cabinet, label printer, and paper cutter for preparing mailings.

### Does the position require access, use or disclosure of any non-public protected data (NPPD) as defined in UVM’s Privacy Policy:
- **Yes**
- **No**

If non-public protected data is needed in order for the employee to work remotely, a separate Information Security, Privacy and Confidentiality Agreement is required.

### Other (list all) & Serial Numbers:
Use the 'Add/Remove Other' button to the right to add any other equipment/items and serial numbers for this employee and position.
Employee View - Submission

Below are your submitted/saved Telework Requests and statuses. To view a request, click the green check mark for that record.

<table>
<thead>
<tr>
<th>Position #</th>
<th>Department</th>
<th>Supervisor</th>
<th>Submission Status</th>
<th>Supervisory Status</th>
<th>Final Status</th>
<th>Employee Attestation</th>
</tr>
</thead>
<tbody>
<tr>
<td>123666</td>
<td>Example Dept</td>
<td>Celia Dennis</td>
<td>Submitted</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Submission of Telework Request for Doug French

Dear Celia,

A telework request has been submitted by Doug French. Please log in to the [UVM Telework Request System](https://uvmteleworkrequests) and view the request in your pending queue, and issue your recommendation for VP/Dean level review.

Thank you,

[UVM Telework Requests](https://uvmteleworkrequests)
Supervisor Review – Recommendation
Supervisor Review – Recommendation
Supervisor Review – Recommendation

UVM Telework Requests

Employee Options
- Enter New Request
- View a Request
- Edit a Request
- Cancel a Request
- Renew a Request

Supervisor Options
- Pending Requests
- Supervisor Level Recommendations
- Requests with Additional Information for Review
- View Fully Approved Requests
- Query Viewer
# Supervisor Review – Recommendation

## UVM Telework Request Queue

<table>
<thead>
<tr>
<th>Employee</th>
<th>Department</th>
<th>Position #</th>
<th>Empl ID</th>
<th>Record</th>
<th>Guidelines</th>
<th>Privacy</th>
<th>Supervisor</th>
<th>Mid-Level</th>
<th>VRPlan</th>
<th>Problem</th>
<th>Fail Remote</th>
<th>Chk VT</th>
<th>Out of US</th>
<th>Expo/Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doug French</td>
<td>Example Dept</td>
<td>123666</td>
<td>0666666</td>
<td>0</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
<td>✔️</td>
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</tbody>
</table>
Mid Level Manager – Recommendation

UVM Telework Requests

Employee Options

- Enter New Request
- View a Request
- Edit a Request
- Cancel a Request
- Renew a Request

Mid-Level Approver Options

- Pending Requests: 1
- Mid-Level Recommendations: 0
- Requests with Additional Information for Review: 0
- View Fully Approved Requests: 0
- Query Viewer
Mid Level Manager – Recommendation
Mid Level Manager – Recommendation

UVM Telework Requests

Employee Options
- Enter New Request
- View a Request
- Edit a Request
- Cancel a Request
- Renew a Request

Mid-Level Approver Options
- Pending Requests
- Mid-Level Recommendations
- Requests with Additional Information for Review
- View Fully Approved Requests
- Query Viewer
VP/Dean – Review / Approval

Employee Options
- Enter New Request
- View a Request
- Edit a Request
- Cancel a Request
- Renew a Request

VP/Dean Options
1. Pending Requests
2. VP/Dean Level Approvals
3. Requests with Additional Information for Review
4. View Fully Approved Requests
5. Query Viewer & Mass Review
Employee View - Submission

Your telework request is approved. By clicking the 'Submit Attestation' button below, you are acknowledging that you have reviewed the telework arrangements, including any scheduled meetings and assigned equipment and/or NPPD, and are agreeing to adhere to these terms.

Submit Attestation

Complete Final Attestation
Employee View - Submission

<table>
<thead>
<tr>
<th>Employee Information</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name:</td>
<td>Doug Franch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department:</td>
<td>Example Dept</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employment Category for Position of this Request:</td>
<td>Faculty</td>
<td>Staff</td>
<td>Temporary</td>
</tr>
</tbody>
</table>

Student employees do not use this process or this form. Contact UVM's Student Employment Office for more information.

- Planned start date of agreement: 10/15/2021
- Planned end date of agreement: 5/31/2022

Agreements must be reviewed at least annually. This date cannot exceed 1 year from the start date.

The employee will work at:

<table>
<thead>
<tr>
<th>Street Address:</th>
<th>123 Main St</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg/Unit/Apt:</td>
<td>Apt 1</td>
</tr>
</tbody>
</table>

City: Burlington
State Abbr: VT
Zip: 05401
Country: USA

IMPORTANT: If the remote work location is not Vermont, employees are required to follow DHHR's...
Employee View - Submission

Below are your submitted/saved Telework Requests and statuses. To view a request, click the green check mark for that record.

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</thead>
<tbody>
<tr>
<td>123456</td>
<td>Example Dept</td>
<td>Celia Dennis</td>
<td>Submitted</td>
<td>Recommended</td>
<td>Approved</td>
<td>9/26/2021</td>
</tr>
</tbody>
</table>