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

nter New Request	View a Request	Edit a Request	Cancel a Request	Renew a Request

The University of Vermont		UVM Tel	ework Requests		
Employee Options					
		-	sition for this request	×	
Enter New Request	the position y close this win	ed. Please choose the position. To	Renew a Request		
	Position # 123666	Department Example Dept	Supervisor Celia Dennis		
	123555	Other Sample Dept	Edith Powell		

Enter New Telework Request

The University of Vermont

 $\odot \times$

Employee Information		
Employee Name: Doug French		Employee ID: 06666666 Record: 0
Department: Example Dept		Position Number: 123666
Employment Category for Position of this Request:		Staff Temporary Post-Doc ee this process or this form. Contact UVM's <u>Student Employment Office</u> for more information
Planned start date of agreement:		Image: Planned end date of agreement: Image: 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 Abbr: Zip: Country: USA
	IMDODTANT. If the remote	to work location is out of Vermont, employees are required to follow LIVM's
		All required fields must be complete before submission Submit

The University of Vermont		Enter	New Tel	ework R	Request				$ m \ \odot$
	current out	IT: If the remo	cies and proto	ocols. Go to U		loyees are re	ip: 05401 quired to follow ollow the requir		
Is this request for Full Telework or Hybrid?							emote worksite nt of time at a	e) remote worksite)	
The remote telework work schedule (day(s) and hours per day) are:	Sun	Mon 7.5	Tue	Wed 7.5	Thu 7.5	Fri 7.5	Sat		
					emote and the 7.5 hours, We			day that the emplo	oyee is
The on-campus work schedule	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
(day(s) and hours per day) are:		0	0	0	0	0			
					on-campus an ays 7.5 hours,			per day that the e	mployee
The working & available schedule	Sun	Mon	т	ue	Wed	Thu	Fri	Sat	
							uired fields mu ete before subn		Submit

The University of Vermont		Enter New Telework Request									
The working & available schedule	Sun	Mon	Tue	Wed	Thu	Fri	Sat				
times of day):		8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30	8:00-4:30					
	expected to PM. Employ (i.e. employe	nours that the emp work 7.5 hours rer ees are expected to ee is approved to u multiple start and	notely every Mono be available dur se exception time	day could be sche ing all scheduled , such as vacatio	eduled to work 7. hours unless otl on or sick time).	:00 AM - 1:00 PM (her arrangements	and 5:00 PM - 6:30				
The employee will be accessible via Teams and UVM email during	Phone:	Yes	No	Phone Numb							
scheduled hours specified herein. In addition, employee will also be accessible via:	Email:	✓ Yes	No	Email Addres	s: dzfrench1	@uvm.edu					
	Must use uv	m.edu or med.uvn	n.edu email addre	ss for all work-re	lated communic	ations.					
	Text:	✓ Yes	N₀	Mobile Numb	er: (802) 777-	1234					
	Employee is	personally respon	sible for all phone	e, internet, text, d	ata overage cha	rges.					
Description of remote work											
						d fields must be before submission	Submit				

The University of Vermont	Enter New Telework Request
Computing Devices (including laptops, docking stations and monitors) & Serial Numbers:	-Dell Inspiron 15 Laptop - DLL1234567Z -Dell 27" Monitor - DLL2345212Z
	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 second	
Does the position require access, use or disclosure of any non- public protected data (NPPD) as defined in UVM's <u>Privacy Policy</u> :	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.

Submit

The	University of Verm	ont	UVM Tele	ework Reque	ests			
	oloyee Option							
			View My T	elework Reque	sts			×
Ente		ur submitted/saved Telewor	k Requests and statuses. To vie			ark for that recor	d.	Jest
	Position #	Department	Supervisor	Submission Status	Supervisory Status	Final Status	Employee Attestation	Jest
	123666	Example Dept	Celia Dennis	Submitted	Pending			

Submission of Telework Request for Doug French

Dear Celia,

A telework request has been submitted by Doug French. Please log-in to the <u>UVM Telework Request System</u> and view the request in your pending queue, and issue your recommendation for VP/Dean level review

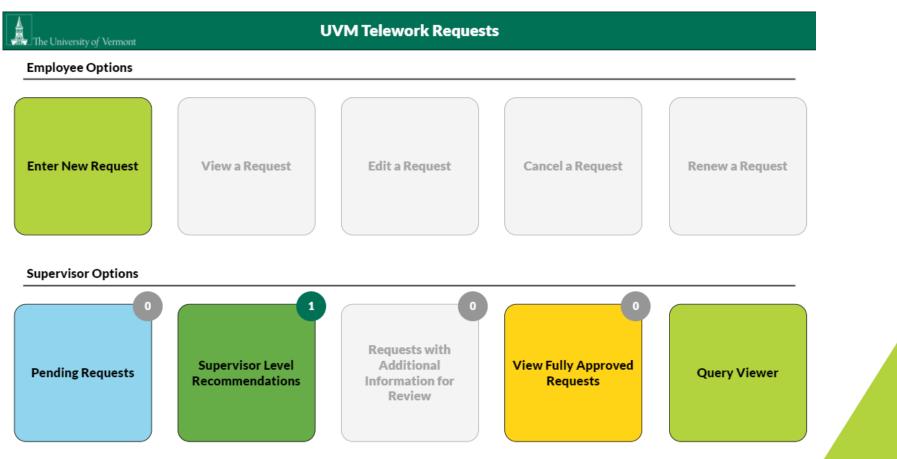
Thank you,

UVM Telework Requests

The University of Vermont	U	VM Telework Request	ts	
Enter New Request	View a Request	Edit a Request	Cancel a Request	Renew a Request
Supervisor Options	0 Supervisor Level	0 Requests with Additional	0 View Fully Approved	

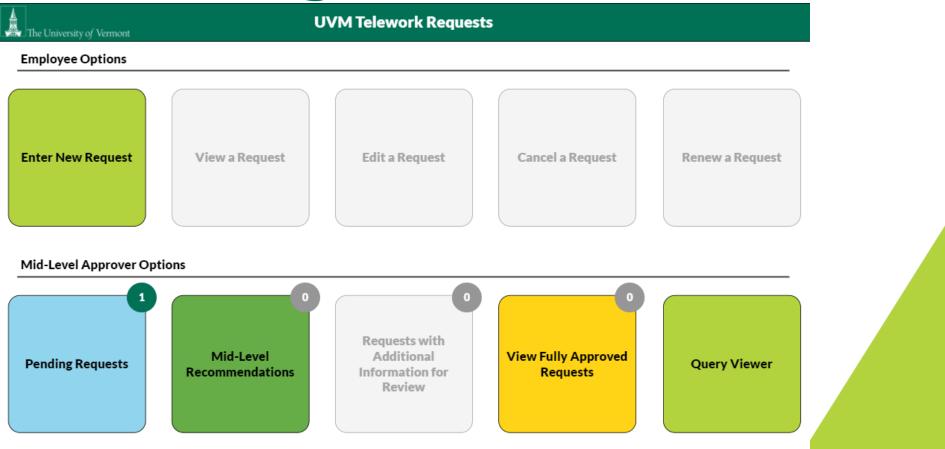
The University of Vermont	UVM Telework I	Request Queue	ふ ×
	Telework	s Status Detail	station
Employee Depar		Privacy Agreement Required?	Emp. Attestation
Doug French Exam	Supervisor Review Date:	Supervisor Review Status: Pending	i Review
	Mid-Level Review Date:	Mid-Level Review Status:	
	VP/Dean Review Date:	VP/Dean Review Status: Pending	
	Probation Approval Required?		
	Fully Remote Approval Required?		
	Out of VT Approval Required?		
	Out of U.S. Approval Required?		
	Employee Attestation:		

The University of Vermont	Edit Telework Request	$\therefore \times$
Supplies/Equipment		^
Computing Devices (including laptops, docking stations and	-Dell Inspiron 15 Laptop - DLL1234567Z	Add/Remove Computers
monitors) & Serial Numbers:	-Dell 27" Monitor - DI I 23452127 Confirm Update & Issue Recommendation	
	If co Secu	
Furniture & Serial Numbers:	Use this Please choose a status from the drop-down menu below to make your recommendation on this request.	Add/Remove Furniture
Office Supplies:	nter, and paper cutter f	for preparing mailings.
	Recommended 🗸	
Does the position require access, use or disclosure of any non- public protected data (NPPD) as	Confirm Update	
defined in UVM's <u>Privacy Policy</u> :	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.	Add/Remove Other
Refer Request		Update



The University of Vermont		UVM Telework Request Queue			合 X						
					Employee	Supervisor Mid-Level Anional VP/Dean	Probation Full Remote	Out of VT Out of U.S.	Emp. Attestation		
Employee	Department	Position #	Empl ID	Record	Guidelines Privacy	Superviso Mid-Level VP/Dean	Full R	orto Orto			
Doug French	Example Dept	123666	0666666	0	\checkmark					View	

Mid Level Manager – Recommendation



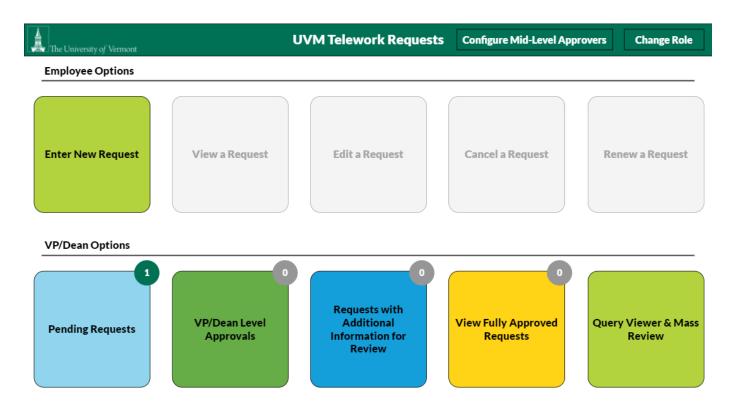
Mid Level Manager – Recommendation

The University of Vermont		Review Telework Request	$\odot \times$
Employee Information			*
Employee Name: Doug French		Employee ID: 0666666 Record: 0	
Department: Example Dept	Con	firm Update & Issue Recommendation	
Employment Category for Position of this Request: Planned start date of agreement:		hoc recommendation on this request.	ion
The employee will work at	Street Address:	Confirm Update	
(street address, city, state, zip):	Bldg/Unit/Apt:	Apt 1	
	City:	Burlington State Abbr: VT Zip: 05401 Country: USA	
		a remate work location is out of Vermont, employees are required to follow LIVM's	Review

Mid Level Manager – Recommendation

The University of Vermont	U	/M Telework Requests	;	
Employee Options				
Enter New Request	View a Request	Edit a Request	Cancel a Request	Renew a Request
Mid-Level Approver Opt	tions			
Pending Requests	1 Mid-Level Recommendations	0 Requests with Additional Information for Review	0 View Fully Approved Requests	Query Viewer

VP/Dean – Review / Approval



The University of Vermont	View Telework Request	ふ ×
Employee Information		
Employee Name: Doug French	Employee ID: 0666666	Record: 0
Department: Example Dept	Final Attestation	
Employment Category for Position of this Request:	reviewed the telework arrangements, including any scheduled	c <u>ployment Office</u> for more information
Planned start date of agreement:	10/15 nr	t: 5/31/2022
The employee will work at (street address, city, state, zip):	Street Address: 123 Main St	
	Bidg/Unit/Apt: Apt 1	
	City: Burlington State Abbr: VT	Zip: 05401 Country: USA
	IMPOPTANT: If the remote work location is out of Vermont, employees are a Complete Final Attestation	anuirad to follow I IVM's

Land The University of Vermont		View Tele	ework Request	ふ ×		
Employee Information				*		
Employee Name: Doug French			Employee ID: 0666666 Record: 0			
Department: Example Dept			Position Number: 123666	1		
Employment Category for Position of this Request:	Faculty Student employees of	Staff do not use this proce	Temporary Post-Doc ess or this form. Contact UVM's <u>Student Employment Office</u> for more information			
Planned start date of agreement:	10/15/2021		Planned end date of agreement:5/31/2022Agreements must be reviewed at least annually. This date cannot exceed 1 year from the start date.5/31/2022			
The employee will work at (street address, city, state, zip):	Street Address:	123 Main St				
	Bldg/Unit/Apt:	Apt 1				
	City:	Burlington	State Abbr: VT Zip: 05401 Country: USA			
			e Final Attestation	•		

iversity of Verm		UVM Tel	ework Reque	ests		_	
Dele			Telework Reque		la fan that an an	-1	X
Below are yo	our submitted/saved lelewor	k Requests and statuses. To vi	ew a request, click tr	ie green check mai	rk for that recor	a.	uest
Position #	Department	Supervisor	Submission Status	Supervisory Status	Final Status	Employee Attestation	
123666	Example Dept	Celia Dennis	Submitted	Recommended	Approved	9/26/2021	