

Fully Remote Work Arrangement Request Form

(100% Fully Remote)

Name _____

Position _____

Department _____

Supervisor _____

Remote Workspace Address _____
(State, City, Zip Code)

Fully Remote work arrangements are permitted on an exception and case-by-case basis under [policy 5.1.4 Flexible Work Arrangements](#).

Remote Work Considerations

Technology set-up	Internet service, including WiFi extenders and mesh systems, and home/mobile phone expenses are not an allowable expense. As most service providers have moved to flat rate plans, use of these services while operating remotely typically does not incur any expense.
Office set-up	Purchases made to furnish or equip a home are not an allowable expense, including standing desks, lighting, bookshelves, etc. The University is not a funding source for home office furnishings and other personal workspace improvements.
Mailing & Shipping Needs	Postage for University correspondence on behalf of the University is reimbursable. For express services and parcel shipping, eShipGlobal, available in the PRIME Marketplace, should be utilized to purchase and print mailing labels. UPS and FedEx supplies can also be ordered through the application and can be shipped directly to the individual's home.
Travel to Campus	There may be circumstances when work requirements include travel to onsite locations. For more information, refer to Finance and Treasury's Business Expense Policy .
Office Supplies	Provision of general office supplies needed to perform ordinary work tasks are generally available at the department's onsite location and should be retrieved periodically from a process approved by your supervisor. Allowances can also be made to have supplies delivered to an employee's remote location with departmental approval.

Please describe the rationale for requesting a fully remote position and include how your job responsibilities will be performed just as effectively or more effectively working in a 100% fully remote arrangement.

FULLY REMOTE WORK ARRANGEMENT APPLICANT

I have discussed the fully remote work arrangement with my supervisor and understand that my application does not guarantee that I will be approved to work 100% remotely. I have read Human Resources [policy 5.1.4 Flexible Work Arrangement](#) and will abide by the policy. I understand that a flexible work arrangement is not an entitlement and is not appropriate for all roles. I understand that a flexible work arrangement can be ended at any time by the University or me.

Employee's Signature _____

Date _____