Steps in Implementing the Remote Work Program

Step 1
Request information and complete the appropriate forms from Human Resources (HR) located on MyUWF Remote Work Request Form. The complete University Workplace Flexibility Program Manual is available on the Human Resources web site.

Step 2
Supervisors should review the University Workplace Flexibility Program Manual with the prospective remote work employee. Once the program has been discussed, the supervisor should have the employee complete the Employee Work Remote Survey found in Addendum D.

Step 3
After reviewing the survey along with the position requirements and talking about the needs of the department with the department head, the supervisor determines whether the remote work candidate should submit a remote work proposal and notifies the employee.

Step 4
The prospective remote work employee should complete and sign the remote work proposal and submit it to the supervisor. The supervisor indicates whether the proposal is approved and signs the proposal. The department head also reviews the proposal for approval. If approved, the department head signs.

Step 5
After the remote work employee begins participating in the remote work program, any problems should be brought to the attention of the supervisor, department dead, and Human Resources, as needed.