



## Remote Work Request Form

Complete this form to request a remote work arrangement. You must obtain approval from your supervisor, dean/director and vice president. Department operations and office coverage will be considered before requests are approved. Send the signed copy as an attachment to Human Resources at [hr@northwestu.edu](mailto:hr@northwestu.edu).

### Remote Work Request - *Employee Completes*

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Begin/End Dates: \_\_\_\_\_

Type of Remote Work Request:  Ongoing  Health Related to COVID-19

Schedule Request Details (including days and frequency such as each week, every other week, each month, etc.):

### **Provide details about how you will complete your work effectively under this requested arrangement:**

1. Detailed plan to fulfill work expectations remotely.

2. Share how you plan to communicate regularly/maintain presence with co-workers, supervisors, and members of the Northwest community during regular work hours.
  
  
  
  
  
  
  
  
  
  
3. Confirm you have a working computer and stable Wi-Fi connection at your remote location.
  
  
  
  
  
  
  
  
  
  
4. Confirm you agree to arrange for child/dependent care as necessary for the hours in which you work from home.
  
  
  
  
  
  
  
  
  
  
5. Confirm you agree that personal tasks and errands should only be performed during your scheduled breaks and lunches.

***I understand the following as it relates to my remote work request:***

- The amount of time and work hours that the employee is expected to work will not change due to participation in a remote work arrangement.
- Hours of work should remain the same as our traditional campus business hours (8 am to 5 pm) unless specified differently by your dean/director.
- The employee agrees to apply themselves to work and be available to communicate with their co-workers, supervisor(s), and members of the NU community during traditional campus business hours.
- If remote work is approved, the employee may still be required to attend campus events.
- Employees must agree to comply with university rules, policies, handbooks, practices, and instructions and understand that violation of such may result in disciplinary action, up to and including dismissal.
- Follow the guidelines, policies and procedures outlined in the Remote Work Policy.
- Normal procedures will be followed for the approval of overtime and use of leave.
- Nonexempt employees are responsible for reporting all hours worked each week.
- ***Northwest University may modify or discontinue the remote work arrangement at anytime.***

Employee's Dynamic Stamp: \_\_\_\_\_

**Work Arrangements - Supervisor Completes**

Approved – Supervisor Dynamic Stamp: \_\_\_\_\_

Approved with Adjustments – Supervisor Dynamic Stamp: \_\_\_\_\_

Begin/End Dates and Remote Schedule Details:

Denied – Supervisor Dynamic Stamp: \_\_\_\_\_

Comments:

**Approval Signatures:**

Approved – Vice President Dynamic Stamp: \_\_\_\_\_

Denied – Vice President Dynamic Stamp: \_\_\_\_\_

Comments:

Received – Human Resources Dynamic Stamp: \_\_\_\_\_