

Interim Telecommuting Initial Request and Approval Process



University of Wisconsin
Stevens Point

UW-Stevens Point (UWSP) is creating an eForm for the initial request and approval for telecommuting. The initial telecommuting request and approval process is done **prior** to a telecommuting agreement being completed. Until the eForm is finalized, use the below interim template process for telecommuting requests and approvals. The telecommuting request is reviewed and approved through the Chancellor level.

All telecommuting policies, guidelines, and additional resources are located on the [UWSP Telecommuting webpage](#).

Employee Request Template

If you are interested in requesting a telecommuting agreement, use the below template to request initial review for telecommuting. Do **not** include a reason for the request.

Email Subject: Initial Telecommuting Request

All information must be included in the body of the email. If any information is missing, the request should be returned to you to complete.

Employee Name: Type your first and last name

Employee HRS ID: 00..... (Your Employee ID is listed on your earning statement, above department)

Department: Type your department name

Amount of Telecommuting Requested: 'Full-time' OR 'Part-time' (type either 'full-time' or part-time; full-time = 100% telecommuting)

Number of Days being Requested: Type the number of days being requested (also see below)

Number of Days being Requested is per: Type 'Week' OR 'Month' (type either 'week' or 'month')

Acknowledgement statement: I acknowledge that I have read the UW System and UWSP telecommuting guidelines. I also acknowledge that I can meet the telecommuting agreement compliance requirements.

Action: Once template is complete, send the email request to the direct supervisor.

Telecommuting Request Approved

Once a telecommuting request is approved through the Chancellor, you will receive a confirmation email. Once you receive that confirmation, complete, and submit the telecommuting agreement via [MyUW](#). Human Resources will notify support units (ex: Information Technology), as applicable, that a telecommuting request has been approved.

Telecommuting Request Denied

If a telecommuting request is denied, you will receive a response from the leader who denied with the reason for the denial. To discuss the decision further, contact Human Resources (hr@uwsp.edu or 715-346-2606) to initiate the dispute process.

If the reason for the telecommuting request is for a medical reason, an accommodation may be requested after going through the dispute process. This is to support an individual's confidentiality and allow the process for a telecommuting agreement to occur regardless of the individual's reason.

Direct Supervisor

Template Language to Add		Actions to Complete Request
Add: Approve/Deny:	Type 'Approve' or 'Deny' in the added field.	<ol style="list-style-type: none"> 1. Confirm all information listed within the employee template is included in the request. If information is missing, respond to the employee to provide the missing information. 2. Add the template language items per this table. 3. Forward email to the appropriate people per this table.
If Approving Request	If Denying Request	
Add: Direct Supervisor Acknowledgement: I acknowledge that the position can be done off site as requested and that there are no concerns with the employee's performance.	Add: Reason: Type the reason for denial. The reason should be based on business need, the individual's performance, and/or because you know the employee cannot meet the requirements within the agreement (ex: poor internet connection).	
Forward Completed Email To:	Forward Completed Email To:	
Your supervisor	Your supervisor, Human Resources (hr@uwsp.edu), and the employee.	

Once a telecommuting request is approved through the Chancellor, coordinate with the employee to complete and submit the telecommuting agreement via [MyUW](#). Certain sections are for your completion directly.

If a telecommuting request is denied, be aware that the employee may seek dispute resolution through Human Resources. Be prepared to go through the dispute process.

Beyond/Above Direct Supervisor Level(s) (Except Chancellor)

Template Language to Add		Actions to Complete Request
Add: Approve/Deny:	Type 'Approve' or 'Deny' in the added field.	<ol style="list-style-type: none"> 1. Confirm all information listed within the employee template is included in the request. If information is missing, respond to the employee to provide the missing information. 2. Add the template language items per this table. 3. Forward email to the appropriate people per this table.
If Approving Request	If Denying Request	
<i>No additional notes needed.</i>	Add: Reason: Type the reason for denial. The reason should be based on business need, the individual's performance, and/or because you know the employee cannot meet the requirements within the agreement (ex: poor internet connection).	
Forward Completed Email To:	Forward Completed Email To:	
Your supervisor	Your supervisor, Human Resources (hr@uwsp.edu), and the employee.	

Once a telecommuting request is approved through the Chancellor, the direct supervisor and employee will create and submit the telecommuting agreement. No further action is needed from you.

If a telecommuting request is denied, be aware that the employee may seek dispute resolution through Human Resources. Even if you are not the supervisor level that denied the telecommuting request, be prepared to go through the dispute process, in the event your guidance or additional review is needed.

Chancellor

Template Language to Add		Actions to Complete Request
Add: Approve/Deny:	Type 'Approve' or 'Deny' in the added field.	<ol style="list-style-type: none"> 1. Confirm all information listed within the employee template is included in the request. If information is missing, respond to the employee to provide the missing information. 2. Add the template language items per this table. 3. Forward email to the appropriate people per this table.
If Approving Request	If Denying Request	
<i>No additional notes needed.</i>	Add: Reason: Type the reason for denial. The reason should be based on business need, the individual's performance, and/or because you know the employee cannot meet the requirements within the agreement (ex: poor internet connection).	
Forward Completed Email To:	Forward Completed Email To:	
The employee, all supervisor levels, and Human Resources (hr@uwsp.edu).	The employee, all supervisor levels, and Human Resources (hr@uwsp.edu).	

Once a telecommuting request is fully approved, the direct supervisor and employee will create and submit the telecommuting agreement. No further action is needed from you.

If a telecommuting request is denied, be aware that the employee may seek dispute resolution through Human Resources. Even if you are not the supervisor level that denied the telecommuting request, be prepared to go through the dispute process, in the event your guidance or additional review is needed.