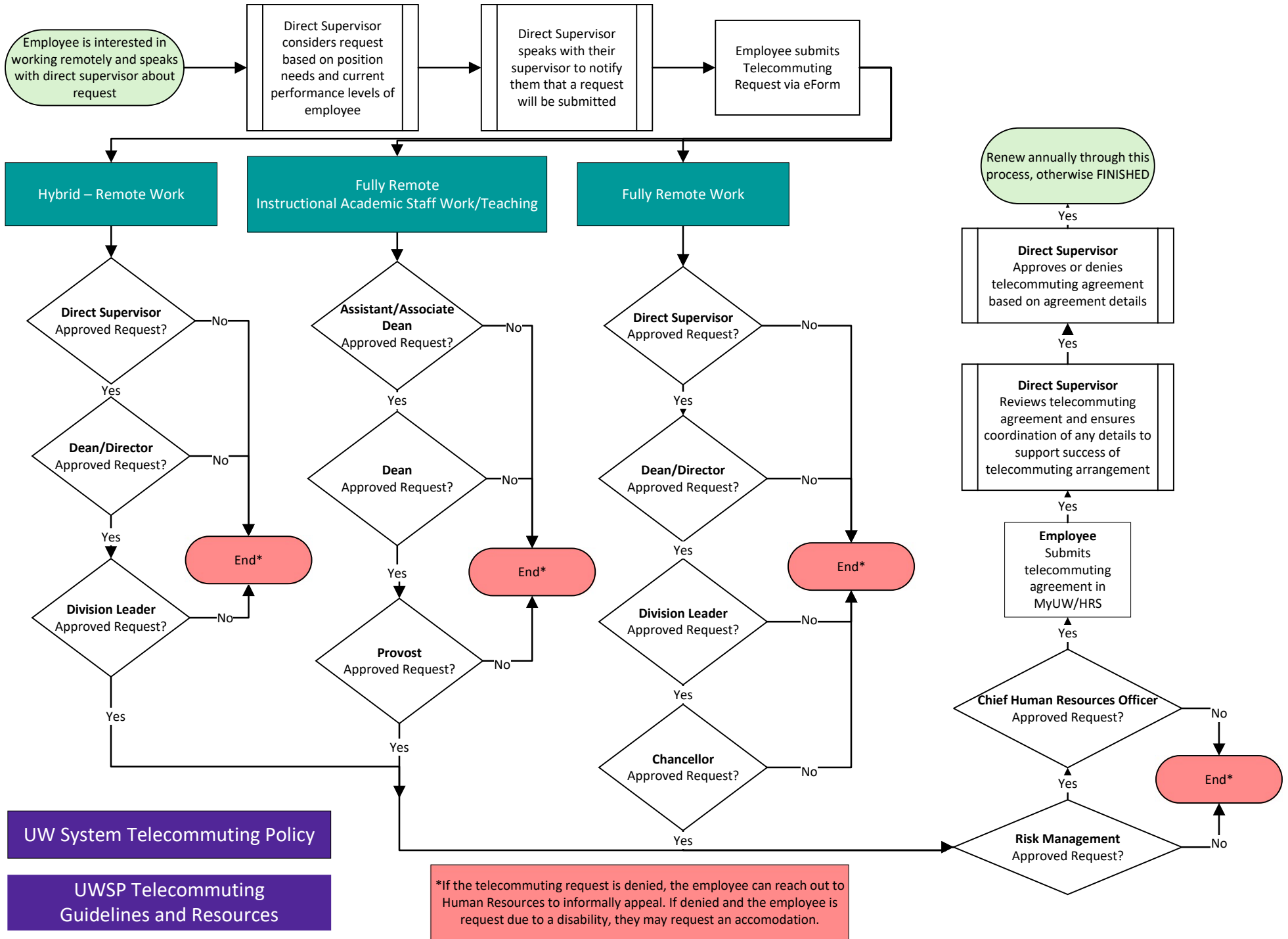# UWSP Telecommuting Request and Agreement Workflow

(Resubmitted and reviewed annually using this process)

Employee is interested in working remotely and speaks with direct supervisor about request

→

Direct Supervisor considers request based on position needs and current performance levels of employee

→

Direct Supervisor speaks with their supervisor to notify them that a request will be submitted

→

Employee submits Telecommuting Request via eForm

Hybrid – Remote Work

- **Direct Supervisor** Approved Request? — No
  - Yes
- **Dean/Director** Approved Request? — No
  - Yes
- **Division Leader** Approved Request? — No
  - Yes
- End*

Fully Remote Instructional Academic Staff Work/Teaching

- **Assistant/Associate Dean** Approved Request? — No
  - Yes
- **Dean** Approved Request? — No
  - Yes
- **Provost** Approved Request? — No
  - Yes
- End*

Fully Remote Work

- **Direct Supervisor** Approved Request? — No
  - Yes
- **Dean/Director** Approved Request? — No
  - Yes
- **Division Leader** Approved Request? — No
  - Yes
- **Chancellor** Approved Request? — No
  - Yes
- End*

Renew annually through this process, otherwise FINISHED

Yes

Direct Supervisor Approves or denies telecommuting agreement based on agreement details

Yes

Direct Supervisor Reviews telecommuting agreement and ensures coordination of any details to support success of telecommuting arrangement

Yes

Employee Submits telecommuting agreement in MyUW/HRS

Yes

Chief Human Resources Officer Approved Request? — No → End*

Yes

Risk Management Approved Request? — No → End*

Yes

UW System Telecommuting Policy

UWSP Telecommuting Guidelines and Resources

*If the telecommuting request is denied, the employee can reach out to Human Resources to informally appeal. If denied and the employee is request due to a disability, they may request an accomodation.