

**ALTERNATIVE WORK ARRANGEMENT
CASEworks (Telecommuting) Eligibility Worksheet**

Note: To be considered for participation in the CASEworks Telecommuting Alternative Work Arrangement, Individual must have been employed at CASE for at least 90 days (have successfully completed their new hire or transfer orientation period), had a performance level of "meets standards" or better on the employee last annual performance review and not currently be in Positive Corrective Action.

Employee Name:	Job Title:		
Department:	Supervisor:		
Job responsibilities/tasks that can be accomplished at alternative location: (Attach additional sheet if necessary)			
Accommodations/tools: (Attach additional sheet if necessary)			
Laptop and/or other computer available for use at alternative location	<input type="checkbox"/> Required	<input type="radio"/> Yes	<input type="radio"/> No
High Speed Internet Access	<input type="checkbox"/> Required	<input type="radio"/> Yes	<input type="radio"/> No
VPN Software	<input type="checkbox"/> Required	<input type="radio"/> Yes	<input type="radio"/> No
	<input type="checkbox"/> Required	<input type="radio"/> Yes	<input type="radio"/> No
	<input type="checkbox"/> Required	<input type="radio"/> Yes	<input type="radio"/> No
	<input type="checkbox"/> Required	<input type="radio"/> Yes	<input type="radio"/> No

Concerns or Special Considerations: (Attach additional sheet if necessary)
CASEworks schedule for work at alternative workplace: * This schedule may be changed, upon Supervisor's approval. Supervisor is to notify Department Director/Chair/VP of any permanent schedule changes.
<input type="checkbox"/> On occasion or for special projects
Weekly: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
Other:

Employee has had an opportunity to discuss CASEworks telecommuting eligibility, responsibilities and options with their supervisor/ manager and has agreed to the CASEworks telecommuting schedule indicated above. Any requests for changes to this schedule, whether permanent or temporary, must be approved by the employee's supervisor/ manager. In addition, the employee has read and agreed to the CASEworks Telecommuting Work Agreement and has attached the signed CASEworks Telecommuting Alternative Work Arrangement to the document.

Employee Signature	Date

Manager has had an opportunity to discuss CASEworks telecommuting eligibility, responsibilities and options with employee and has agreed to the CASEworks telecommuting schedule indicated above. Any permanent changes to this worksheet must be submitted to the Department Director/Chair and/or the department Vice Presidents.

Supervisor Signature	Date

Department Director/Chair/VP	Date

Employee Relations	Date