Developing the Telecommuting Proposal

Developing a formal telecommuting proposal is an essential component of the decision-making process. If you are interested in proposing a telecommuting arrangement, you must submit a written proposal to your supervisor/manager for consideration. Various resources are available on the HR website.

There are a number of critical questions that your proposal should address. You and your supervisor should discuss the proposal and make any changes where needed.

Your proposal should include the following elements.

✓ The exact type and schedule for your flexible work arrangement.
✓ A description of how you will accomplish the major components of your job.
✓ The business case for your flexible work arrangement: what benefits it offers to your department, co-workers, supervisor, and/or the University (e.g., greater efficiency, increased productivity, expanded hours of service).
✓ An explanation of how you plan to address departmental needs (e.g., backup, voicemail, pager, fax) without sacrificing quality or responsiveness.
✓ A description of how you will handle regular communications with co-workers, supervisees, and supervisors/managers without sacrificing accessibility or quality.
✓ An acknowledgment that it is your responsibility to make this arrangement work.
✓ An expressed willingness to consider alternative arrangements and solutions with your supervisor/manager.
✓ An acknowledgment that you will be flexible and willing to make adjustments to ensure success.
✓ A start date for transitioning to the telecommuting arrangement if your proposal is approved.
✓ A recommendation for a trial period with regular intervals of evaluation.
✓ An acknowledgement that the arrangement is subject to termination at any time should the needs of the department change or performance issues arise.