

## Sample Telecommuting Employment Proposal

Date:

Employee's Name:

Supervisor's Name:

I, \_\_\_\_\_ (Name), am requesting to telecommute with my job as \_\_\_\_\_ (Job Title), beginning on \_\_\_\_\_ (Date) \_\_\_\_\_. Potential impact of my telecommuting on my department may include the following (e.g. impact on operations/work flow, lowered operational overhead, contribution to a better environment, etc): \_\_\_\_\_.

I would be willing to \_\_\_\_\_ (here is where you will list the sacrifices that you are willing to make, such as a lowered salary, a commitment to certain meetings, remotely or otherwise, a forfeiture of medical benefits and/or paid time off, etc.)

The schedule I would desire for telecommuting is:

\_\_\_\_\_ My alternative work site would be:  
\_\_\_\_\_ A description of this alternative work site is: \_\_\_\_\_ (eg. a spare bedroom with door away from most family activity that is well ventilated, has good lighting, many electrical outlets, phone jack, etc.) Equipment I would need from this department would include:

\_\_\_\_\_. Equipment I already own and am willing to use includes: \_\_\_\_\_. My expectations from the department to support me in telecommuting are:

\_\_\_\_\_ (e.g. provide PC, fax, modem, telephone line, pay for insurance on equipment). My expectations for supervision are: \_\_\_\_\_ (e.g. frequency, how work would be reviewed).

I do have dependent care needs that are met as follows:

\_\_\_\_\_ I would like to review my telecommuting agreement in \_\_\_\_\_ months to determine its effectiveness on my job performance. Thank you for your consideration. \_\_\_\_\_

Employee Name