**COMPUTERCRAFT CORPORATION**

**AD HOC REGULAR TELEWORK PROPOSAL SAMPLE**

*Complete each of the fields below. Provide information about your proposed teleworking arrangement, giving thought to each of the questions.*

**Date:** 2/1/2019

**Name:** Jane Doe

**Position:** Database Curator

**Task/Group:** GenBank

**Phone:**  123-456-7890

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| **Proposed Schedule** *Where will you be working each day of the week? Given the schedules of customers and colleagues, what hours each day will you be working and readily available?*I propose to work from my home office every Friday, beginning with October 14, 2019. I will work from the office all other days of the work week. |
| **Tasks***What tasks make up your job, and which are best done at the office vs. at home? What are your primary tasks and where will you do them?*Monday–Thursday while at the office I will perform the following tasks: * Indexing of new submissions
* Update existing GenBank records and process mail
* Process error reports
* Communicate with NCBI Taxonomy group and ICTV taxonomy committee
* Update web pages
* Respond to emails and voicemails
* Respond to phone calls and chat messages
* Attend all meetings

On Fridays I will perform the following tasks: * Indexing of new submissions
* Update existing GenBank records and process mail
* Process error reports
* Update web pages
* Respond to emails and voicemails
* Respond to phone calls and chat messages
* Attending all ad hoc work-related meetings scheduled by teleconference, when/if they occur on Fridays.
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| **Benefits to NCBI and Computercraft***Why will this arrangement be good for Computercraft and NCBI? How will your arrangement help accomplish organizational goals? Will any improvements in the quality and quantity of your work be measurable?*The home office will provide fewer distractions than my current work station as I will not be interrupted by co-workers or other office issues. I particularly would like to have uninterrupted time to update the public web pages and overhaul the existing web links without frequent disruption. I believe the telework situation will help to achieve certain goals that require the allocation of large amounts of designated time. I do not foresee any negative repercussions to this arrangement as all of my work can be done remotely. I have noticed that during ad hoc telework days my productivity has actually increased. I have chosen a day to telework on which I have no meetings. I can also be in the office within an hour on a telework day if it becomes necessary. Furthermore, NCBI may choose to begin allocating shared cubicle space as in-office space becomes tighter. My cubicle could be shared with someone who has opposite telework days. |
| **Changes Anticipated***When you are working remotely, will any changes need to be made to the way you typically perform your work? Will staff meetings need to be rescheduled if attending by conference call is not possible? Will others have to complete any work so you can take it home, or will you need to exchange tasks or assignments with colleagues?* My current work is all conducted on the computer so there should be very little change. The ability to track work is already implemented and I will be able to attend all meetings by teleconference calls. I intend to make myself readily available for instant communication at all times, via e-mail, chat, and my personal cell phone. I anticipate no organizational changes. |
| **Communication Plan***What is the method and frequency with which you currently communicate with managers, colleagues, customers, and support staff, either because you need to communicate with them or they need to communicate with you? When and how will you be available for such communications when you are teleworking? How long will it take you to return calls or emails? How can you be reached in urgent situations, and how will you know whether a situation is urgent or not? What measurable goals can you set to stay in touch with your manager and team members (e.g., touch base with each team member at least once a week, request biweekly feedback from manager, reschedule telework days to ensure attendance at key meetings)? Will you maintain communication with your group using your group’s preferred method (e.g., Skype, Slack, WebEx, forwarding your phone)?*I will be available by cell phone and email and Lync from 9:00am until 5:00pm. I will also send an email to the NCBI Team Lead and Computercraft manager at the start and end of each teleworking day. All materials will be readily accessible by exchanging e-mail. |
| **Support Needed From NCBI and Computercraft***Will you have access to the office network, software, and/or work files when you are teleworking? Will you need additional software or administrative support for the days you will be teleworking? If any needed support places a burden on in-house employees, are you able to reciprocate for the in-house employees in any way?*I do not anticipate requiring any special support from the office(s). |
| **Description of Home Office***What is the location of your home office? Will you be able to maintain privacy and safety in your home office? How will you maintain both physical security (e.g., locked doors, smoke alarms) and data security (e.g., reliable and secure high-speed internet)? Is your home office ergonomically appropriate, and does it have ample lighting?*My home office is in a separate room with a door which can be closed and locked. There is an existing desk with keyboard tray, office chair, monitor and any necessary office supplies. The room is isolated from the main living area of the house. |
| **Description of Home Environment***How will you establish expectations and boundaries with family and/or housemates regarding your office space and office hours, taking care to consider the need for privacy and quiet, how and when you can be interrupted, and the security of your work materials and equipment? How will you handle interruptions or distractions during your telework hours?* There are no occupants regularly in the house during the proposed telework time. |
| **Equipment Required***Does your home office have the same supplies and equipment available in an office environment (e.g., color printer, copier, scanner, fax machine, lockable and fireproof file cabinet, pens, paper, staples)? What phone will you use for business calls when working from home? How will you answer the phone, what messages will be used on the voicemail/answering machine, and who will have access to the phone line during your working hours and at other times?*I have a compatible PC which could be used for teleworking via cable model. For instant communication I have both my cell phone and can have Lync installed on the computer. I have a personal printer and scanner available and do not anticipate needing additional equipment. I will remotely log-in to my NCBI workstation using this equipment. |
| **Estimated Costs***Are any costs anticipated to accommodate your telework arrangement?*No additional costs are anticipated. |
| **Evaluation Plan***How will your teleworking arrangements be evaluated? The evaluations should be regular (e.g., weekly, biweekly), and address the impacts to yourself, managers, colleagues, and the organization as a whole.*I suggest biweekly evaluations reviewing the following: * Are my coworkers, staff, and support assistants satisfied with the arrangement?
* Am I meeting agreed upon goals and available as needed?
* Is the arrangement satisfactory to me?
* Is the arrangement satisfactory to my manager?
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*Please sign below and submit this form to your Computercraft manager. Computercraft will consider the proposal, contact you to discuss any questions or suggest any modifications, and approve or deny the request. Submission of this proposal does not guarantee that this or any modified telework proposal will be approved. Whether or not a telework request will be approved is determined by Computercraft in its sole discretion. If Computercraft approves your teleworking proposal (with or without modifications), you will be required to sign a telework agreement with the Company, the terms of which will govern your teleworking arrangement.*

Signature:

Date: