**COMPUTERCRAFT CORPORATION**

**AD HOC REGULAR TELEWORK PROPOSAL**

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

**Date:** Click here to enter a date.

**Name:** Click here to enter text.

**Position:** Click here to enter text.

**Task/Group:** Click here to enter text.

**Phone:**  Click here to enter text.

**Email:** Click here to enter text.

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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?*  Click here to enter text. |
| **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?*  Click here to enter text. |
| **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?*  Click here to enter text. |
| **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?*  Click here to enter text. |
| **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)?*  Click here to enter text. |
| **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?*  Click here to enter text. |
| **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?*  Click here to enter text. |
| **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?*  Click here to enter text. |
| **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?*  Click here to enter text. |
| **Estimated Costs**  *Are any costs anticipated to accommodate your telework arrangement?*  Click here to enter text. |
| **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.*  Click here to enter text. |

*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: