

# GRCC Departmental Remote Work Request Form

In order to allow for remote work within departments, an Executive Leadership Team (ELT) member must first approve the departmental plan. Supervisors who do not report directly to an ELT member will seek approval beginning with their supervisor and subsequently with their respective ELT member.

## Departmental Expectations

- Offices and departments must remain appropriately staffed and open during the hours between 8:00 AM and 5:00 PM, Monday through Friday. Departments with staffing expectations beyond these hours will need to discuss such expectations with their supervisor, up to and including ELT.
- Front desk and/or reception areas must be appropriately covered.
- The office must create a welcoming environment, and it must be clear that the office/department is open.

## Departmental Remote Work Plan

Department: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor's Supervisor: \_\_\_\_\_

Describe how remote work will be managed within the department/office.

Describe how will remote work impact students and/or stakeholders.

What benefit (for employees/students/stakeholders) will be realized by allowing eligible employees to work remotely?

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Leadership Approval: \_\_\_\_\_ Date: \_\_\_\_\_