

Western Iowa Tech Community College  
Remote Work Request Form

**Employee Section**

**Name:** \_\_\_\_\_ **Job Title** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

**Instructions:** Before completing this form, please read the *Flexible/Remote Work Request Process* for current options. Complete the Remote Work section, as applicable, read and sign the Employee Acknowledgement, and submit to supervisor. The supervisor will discuss the request with the appropriate Executive Council Member, and Human Resources. Approval will be finalized once all required parties have signed, and the decision has been communicated to the employee.

**Remote Work Request Options:**

**Hybrid Remote Work**

\_\_\_\_\_ I am requesting a hybrid remote work schedule as stated below.

	On Campus Hours	Remote Hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Total		

**Fully Remote Work**

\_\_\_\_\_ I am requesting a fully remote work schedule.

Total weekly hours must remain the same as currently scheduled total weekly hours. Employees must work the same schedule each week. Please describe how you think your job responsibilities are suited for working remotely:

---

---

**Employee Acknowledgement**

**Read and sign the following statement before forwarding the form to your supervisor.**

I understand that my request does not guarantee that I will receive a remote work option. I have read the *Flexible/Remote Work Request Process* and understand that it does not change the terms and conditions of employment at WITCC and that it is not appropriate for every employee. I understand that a remote work agreement can be terminated by the College at any time and for any reason, and that I must obtain approval to initiate the modification or termination of a remote work agreement.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Western Iowa Tech Community College  
Remote Work Request Form

**Supervisor Section**

I have discussed this request with the employee, and I have reviewed the remote work schedule as submitted.

\_\_\_ I approve of this Remote Work Request as submitted. I believe this employee is a good candidate for remote work based on job responsibilities, performance in their current position, and the availability of an appropriate remote work setting.

**How supervisor will measure productivity, if approved:**

\_\_\_ I am unable to approve this Remote Work Request as submitted. The reason for denial is:

**Supervisor comments:**

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Executive Council Member Section**

\_\_\_ I approve the Remote Work Request as submitted.

\_\_\_ I am unable to approve this Remote Work Request as submitted. The reason for denial is:

**Executive Council Member comments:**

**Executive Council Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Western Iowa Tech Community College  
Remote Work Request Form

**Human Resources Section**

\_\_\_ I approve this Remote Work Request as submitted.

\_\_\_ I am unable to approve this Remote Work Request as submitted. The reason for denial is:

**Human Resources comments:**

**Human Resources Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**President Section**

\_\_\_ I approve this Remote Work Request as submitted.

\_\_\_ I am unable to approve this Remote Work Request as submitted. The reason for denial is:

**President's comments:**

**President's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_