



# Grand County's Remote Work Request

Remote work may be permitted on a case-by-case basis with approval from your supervisor and Personnel Services. Remote work must be justifiable. Remote work is a privilege, not a right, and can be denied at any time, for any reason.

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Request Dates: \_\_\_\_\_

Contact Phone Number (Public): \_\_\_\_\_

**Proposed Schedule:**

Day	Start Time	End Time

Reason for Remote Work Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duties being performed during Remote Work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Considerations: (Please initial)**

\_\_\_\_\_ The quantity, quality and timeliness of the work is expected to be maintained.

\_\_\_\_\_ This arrangement will not cause the need for overtime/ additional staff in office/ or the office to be closed to the public.

\_\_\_\_\_ I understand that I may be asked by my supervisor or Personnel Services to provide a log of work completed while working remotely.

\_\_\_\_\_ I understand that Remote work is a privilege, not a right, and can be denied at any time, for any reason.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

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

Personnel Services Director: \_\_\_\_\_ Date: \_\_\_\_\_