



Telework Application

Pursuant to OKCPS Administrative regulation G-32-R3, employees may apply for consideration to telework. In most cases, telework arrangements will not be approved for classroom teachers or personnel requiring student management or significant face-to-face interaction with stakeholders. All eligibility requirements must be met prior to consideration.

Eligibility requirements:

Employees may request a telework arrangement only if *all* of the following conditions are met:

- A. A minimum of 12 months of continuous, full-time, regular employment with OKCPS,
- B. Satisfactory most recent job performance/evaluation record,
- C. Evaluation of employee suitability, including assessment of the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful teleworkers, including efficiency, work quality, and productivity,
- D. Evaluation of job responsibilities, including feasibility to successfully perform essential functions in telework setting, **and**
- E. Ability to designate an appropriate and safe workspace with network and internet access.

Name: _____

ID#: _____ Title: _____

Department/Site: _____

Supervisor/Hiring Manager: _____

Supervisor email / phone: _____



All responses may be attached if more space is needed:

1. Please explain the primary reason for requesting telework arrangement:

2. Describe the requested schedule for telework, including, days, times and duration.

3. Describe any possible advantages, both for the district and for the employee, of a telework arrangement.

4. What are the major responsibilities, tasks and measurable objectives that must be accomplished?

5. Identify potential barriers or obstacles that may impact work productivity in a telework arrangement, if applicable, and explain how these barriers will be mitigated including reliable connectivity and printing needs..

6. Describe how communication will take place between the employee and the supervisor. How often? How will the employee participate in meetings?

7. Describe how the supervisor and the employee will review completed work, discuss work status, and assess work performance (e.g. weekly 1-on-1 by phone, monthly in person check-ins).

8. If the employee's position has a customer service component (student, parent, vendor, employee), describe how the level of customer service will meet or exceed the level provided when the employee is physically at work.



By signing this application, I am acknowledging that I have read and acknowledge that I meet all of the eligibility requirements and that I have read and understand the OKCPS Administrative Regulation I-23-R3 and will comply with its provisions.

Applicant signature

Date of application

By signing this application for the above-named employee, I am acknowledging that I have read this application and the administrative regulation G-32-R3, and approved the employee request seeking a temporary teleworking arrangement.

Supervisor signature

Date

Cabinet Signature

Date