Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School/Unit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor approval\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Head approval\_\_\_\_\_\_\_

**Guidance:** The University and the College agree that the Department Head is in the best position to determine what staff work location works best to serve our students, faculty, and education and teaching enterprise. Supervisors and Department Heads should look at the specific circumstances for each staff member. If the answer to either of the following guidelines is affirmative, then the Dean may approve the 100% Remote Work Location Request.

* Does the staff member have a valid medical necessity to work remotely?
* Is the staff member performing at an exceptional level in a vital area and asking them to work at least partially (i.e. hybrid), could lead to a retention risk?
* By having this individual work remotely, what impact will this have on their colleagues who work on-campus?

1. How will working remotely affect the individual’s ability to successfully complete their work? Will other employees be impacted by this work arrangement? If so, please explain.
2. If the individual is a supervisor, how will working remotely affect their ability to supervise their direct reports?
3. For how long does the individual request to work remotely, (please note that remote employee’s work location arrangements are reviewed twice per year – on June 30th and December 31st)?
4. How frequently will the individual need to return to Purdue? It will be the responsibility of the employee to cover the cost of their own travel expense. Please note the [University's Policy](https://spa2013.itap.purdue.edu/Business/bpnews/Lists/NewsReleases/Item/displayifs.aspx?List=d97ebcab%2D2a45%2D4be6%2D9bde%2D6cbcadaac274&ID=3606&ContentTypeId=0x0100C6C38F95C9D2F342ADC55A4BA3B165C8&utm_source=delivra&utm_medium=email&utm_campaign=2022%2D05%2D19%20B%40P%20News&utm_id=43176872&utm_term=Read%20full%20story) on reimbursing remote employees to travel to campus.