



Telecommuting and Remote Worker Feasibility Worksheet

The purpose of this worksheet is to aid managers and employees in assessing the feasibility of a telecommuting or alternative work arrangement.

SECTION 1: ELIGIBILITY CRITERIA

Employment Date:

Employee name: _____ Department: _____

Job Title: _____ Manager's Name: _____

Area Vice President: _____

Overtime eligibility – Is the position eligible for overtime compensation? Yes No

If Telecommuting, has employee completed 90 days of employment? Yes No

Business necessity:

Describe the *reason* for considering an alternate work location.

What department or location requirements might conflict with this arrangement?

SECTION 2: WORK ASSESSMENT

Describe the specific work assignments that would be done at home. Add more rows as needed.

Duties/project description	Duration: on-going or project timeframe