


## Guide to Completing the Remote Work Agreement Request Form

- Review the [Remote Work Policy](#) in full before submitting remote work agreement requests. Some important guidelines are below:
  - Not all positions will qualify for remote work. Remote work is a privilege not a right.
  - Staff eligibility requirements include:
    - The responsibilities of the staff employee's position can be performed away from the regular work location without impacting productivity, operational efficiency, customer service and team collaboration.
      - Customer and student facing positions are generally *ineligible* for regular remote work (examples: reception, facilities, events roles, etc...).
      - Offices that regularly receive student and employee in-person visits can support remote work for eligible roles but should plan to have staff presence during normal hours of operation.
      - Part-time or temporary employees may work remotely as long as the business needs justify the assignment, as determined by the supervisor.
- Remote work arrangements should be developed and renewed on an academic term basis.
- Remote work agreements can be discontinued at the discretion of the college or supervisor.
- Supervisors can require employees to report to campus if needed, including remote work days.
- Employees are required to observe sick and vacation request policies and business practices for both on campus and remote working.

## Remote Work Agreement Request Form



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### GSU Remote Work Agreement Request Form (In-State)

Employee Email Address :

Supervisor/Manager Email Address :

Next Level Manager Email Address :

Local HR Officer :

CC: telework@gsu.edu

Document Name: GSU Remote Work Agreement Request Form (In-State)

Note: Click the Send button to access the Request form. Complete all required fields, and sign the Remote Work Agreement.

Documents

GSU Remote Work Agreement, GSU RWA Request In-State Request Form (In-State)

#### How does this workflow work?

Enter your email address in the Employee Email Address field.

Enter your manager and next level manager's email address.

See the list below for your department's HR Rep, and add their address to the corresponding field.

Click Send to fill in, sign and route the form for approval signatures.

If requesting 2 days or more OR Dean Kropf is the next level approver, add PC Remote Work ([pcremotework@gsu.edu](mailto:pcremotework@gsu.edu)) for Dean's Office approval.

Insert Sonda Abernathy ([sabernathy@gsu.edu](mailto:sabernathy@gsu.edu)), as the Local HR Officer.