



Alternative Work Options Business Plan

Instructions: The purpose of this form is to establish an approved business plan to implement telecommuting and/or flexible work schedules within the business unit. Please complete the form and forward to the appropriate Vice President for review and signature.

Department/College/Center Name	Department Head Name	Date

Please provide detail regarding the unit's attainment of current business objectives and goals.

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If alternative work options are implemented, what measures and/or metrics will be utilized to ensure business continuity and productivity?

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How will the unit ensure coverage during business hours (weekdays between 8:15AM and 5:00PM)?

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Does the unit conduct at least annual performance evaluations on all staff?

YES NO

If YES, which performance evaluation process does the unit utilize?

Online Performance Evaluation Form (managed by Human Resources)

Customized Unit-Based Form (please attach a copy)

If NO, please detail how the performance of staff participating in alternative work options will be assessed.

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Telecommuting should primarily be approved on a hybrid basis, which means that each employee should work onsite at least 50% of the time (or 2 days a week). Approval will not generally be granted for more than 30% of staff to work 100% from home.

Is there a plan to allow any 100% telecommuting options? YES NO

If yes, please list the employees (name and job title) you wish to place on 100% remote work. Attach an additional sheet, if necessary.

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Approval:

Department Head Name	
Printed Name	Signature
Vice President Name	
Printed Name	Signature
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	

Please forward completed form to the Office of Human Resources, hrrecords@uah.edu.