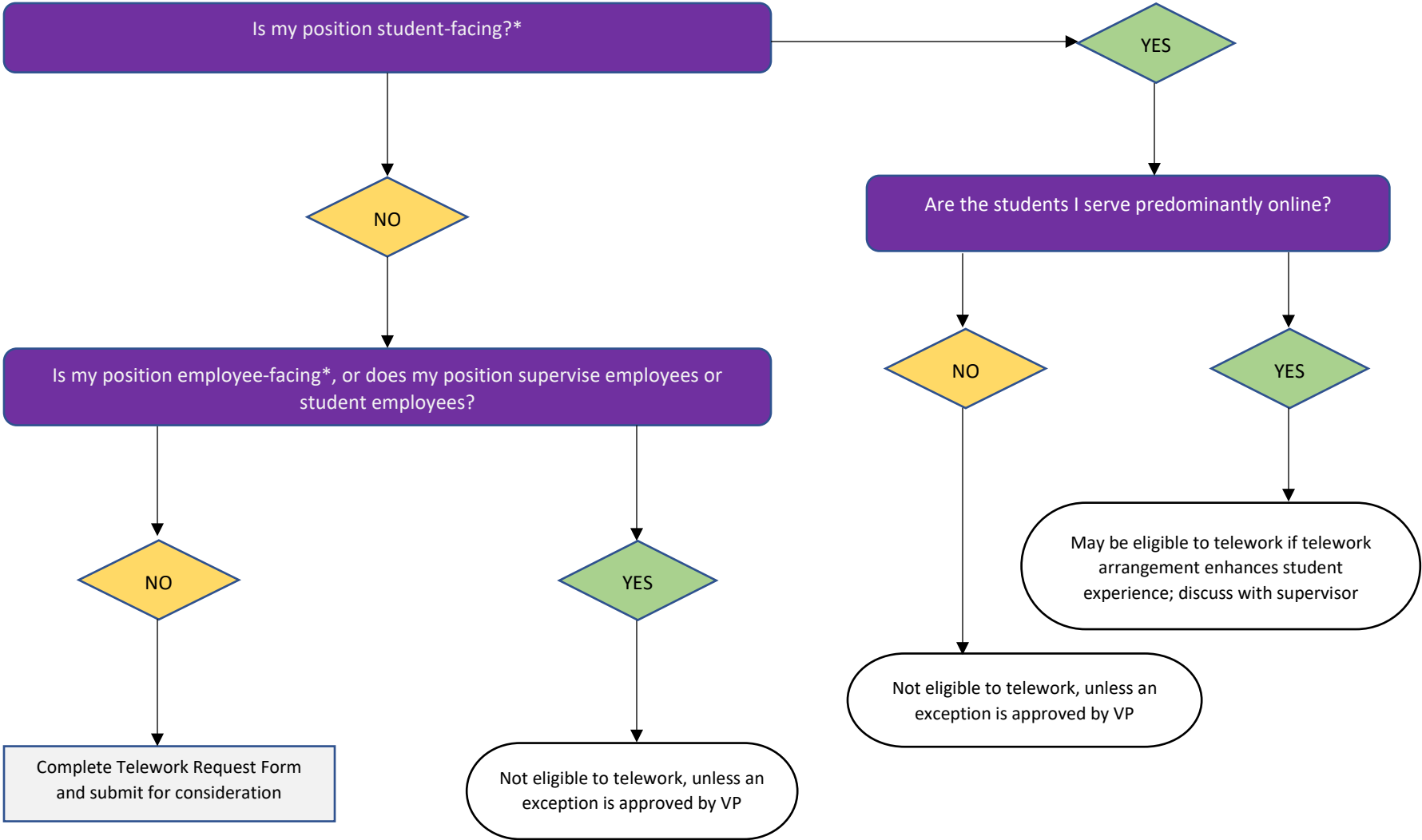


Decision Guidelines: Am I Eligible for Telework?

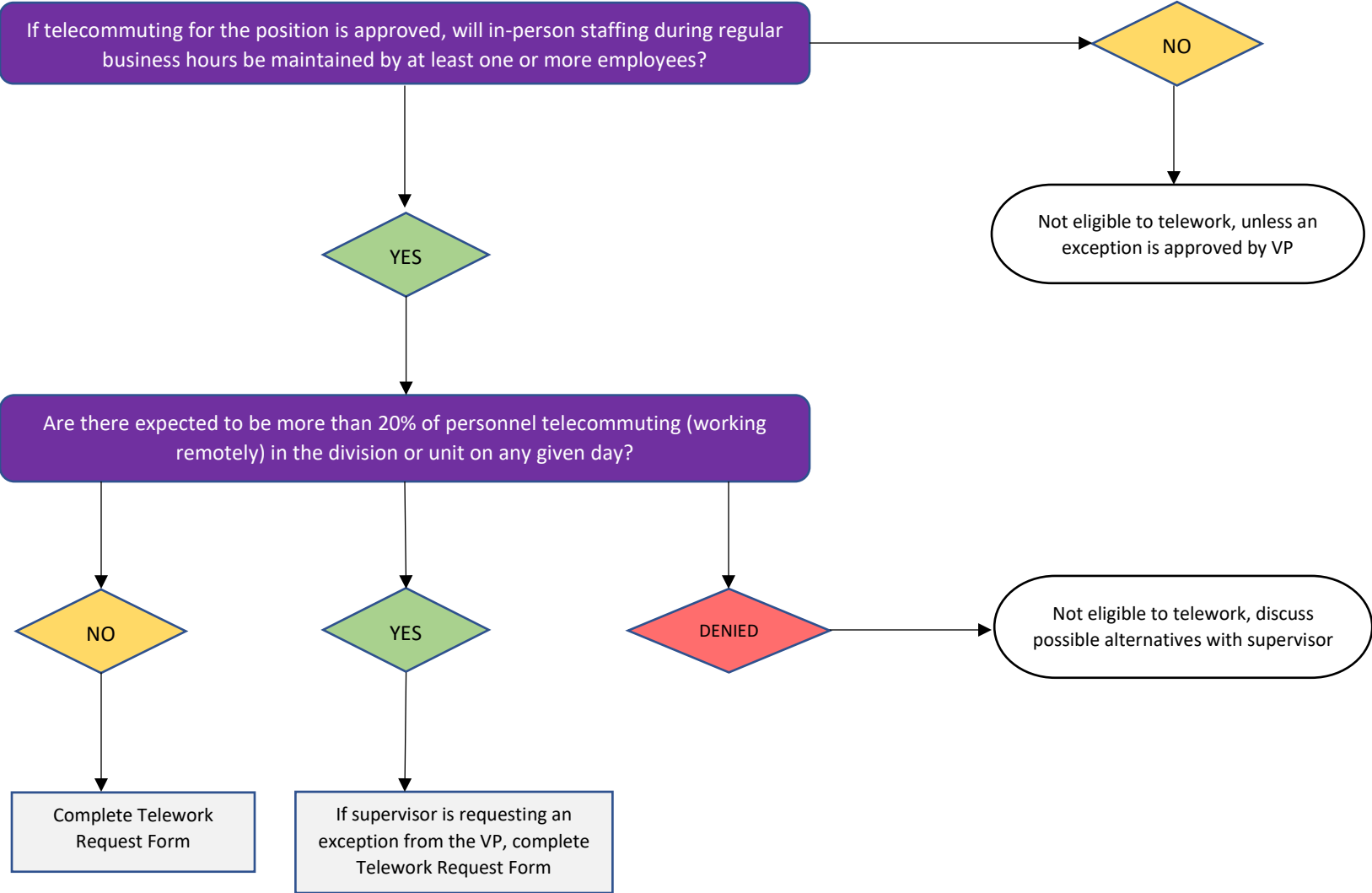
EMPLOYEE ASSESSMENT (Position Level)



*A student-facing or employee-facing position includes job activities that involve direct interaction or contact with students or employees on a regular basis across channels of communication. Often a first point of contact for campus interaction. May also include positions providing direct services for which leveraging technology would have an unequal or hampered service experience.

Decision Guidelines: Am I Eligible for Telework?

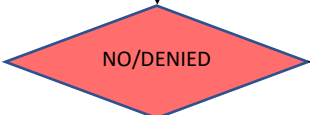
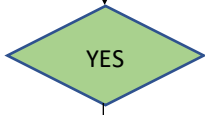
SUPERVISOR ASSESSMENT (Department or Unit Level)



Decision Guidelines: Am I Eligible for Telework?

SECOND LEVEL SUPERVISOR REVIEW (if applicable)

Following review of all requests for the unit (department, college, etc.) does the request for telework align with WSU's guiding principles (impact on students and in best interest of serving students)? Is an appropriate plan in place to ensure consistent and efficient delivery of services?



Not eligible to telework, discuss possible alternatives with supervisor

FINAL/VICE PRESIDENTIAL REVIEW

Any exceptions must be approved by Vice President.



Not eligible to telework, discuss possible alternatives with supervisor

Approve Telework Request Form