Please complete this form to request an exception to allow a current employee or a candidate to work remotely. Please also provide: 1) copy of employee/candidate’s job description and 2) organization chart

Please note:

* Requests for on-going fully remote work arrangements that are based on personal reasons/circumstances will generally not be approved. Exception requests will be reviewed by senior leadership for consideration.
* **DO NOT** use this form for Faculty, Postdoctoral/Postgraduate Associates and Fellows or other Academic positions. Complete form 3505 FR.01 found [HERE](https://your.yale.edu/policies-procedures/forms/3505-fr01-out-state-us-hiring-placement-questionnaire) (Domestic requests) or [HERE](https://your.yale.edu/policies-procedures/forms/3505-fr02-out-state-international-hiring-placement-questionnaire) (International requests)

***\*YSM submit to HR Partner\****

**\*\* All Other Requests: Once complete, please** [**SUBMIT FORM HERE**](mailto:employee.services@yale.edu?subject=Remote%20Work%20Request) **\*\***

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Request: |  | Name of Person Completing Form: |  |
| Type of remote  work request: | Ongoing Remote  Work | Temporary Remote Work | If temporary, length of time for remote work: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location of Requested Remote Work Arrangement** | | | | |
| In Connecticut | | | | |
| Outside of Connecticut | State: |  | Is this an “approved” state? | Yes  No |
| Outside of United States | Country: |  | | |
| If outside of Connecticut or United States, please indicate **Physical Location** (*address*) **where the work will be performed**: | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Employee or Candidate Information** | | | |
| Is this request for a current staff member or candidate? |  | | |
| Employee or Candidate Name: |  | | |
| Job Category (C&T, M&P, temp/casual, etc): |  | If temp/casual, is an extension anticipated? | Yes  No |
| Is this a Fixed Duration position? | Yes  No | If yes, length of duration: | |
| Full time or Part time: | FT  PT | If Part Time, hours worked per week: | |
| Title: |  | | |
| Grade: |  | | |
| Salary: |  | Grant funded: | Yes  No |
| Start Date: |  | | |
| Department: |  | | |
| Manager: |  | | |
| Lead Administrator: |  | | |
| HRG: |  | | |
| Recruiter, if applicable: |  | | |
| New Position or Replacement: |  | | |
| If a new position, was this position posted, and were other candidates interviewed? | Yes  No | Explain: | |
| Was position reviewed for independent contractor vs. employee status? | Yes  No | Explain: | |
| Brief Description of Role: |  | | |

|  |  |
| --- | --- |
| **Business/Operational Justification for Remote Work Arrangement** | |
| Has this request received HR and LA approval? | Yes  No |
| Provide a summary of the business/operational justification that explains the request for the remote work arrangement: | |
|  | |
| If there is no business/operational justification – provide specific details that explains why the staff member/candidate is requesting to work remotely: | |
|  | |
| Provide details and examples of how operations may be impacted if this request is not approved: | |
|  | |
| Provide details on whether other staff members in the unit/department perform the same or similar work: | |
|  | |
| Does this request have Dean/Vice President/Chair approval?  Yes  No  *Please provide a copy of written confirmation of approval.* | |
|  | |
| What is the management support plan? | |
|  | |
| What is the plan for technology (e.g. laptop, VPN, cellphone)? | |
|  | |
| Is there any additional relevant information that should be considered? | |
|  | |

***\*\*The following information should be completed only for an employee working outside of the United States.\*\****

|  |  |  |  |
| --- | --- | --- | --- |
| **International Information** | | | |
| Will Yale Provide any of the following (check all that apply): | | | |
| Health benefits  Housing  Coverage for non-assignment related travel (*e.g., home leaves*)  Paid time off  Meals  Spousal support  Retirement Benefits  Relocation expenses  Emergency Travel  Travel insurance | | | |
| Citizenship: |  | Country of Residence: |  |
| Current Address: |  | | |
| What unique skills make this individual significantly qualifies to complete this work abroad? |  | | |
| Will this individual be performing work for another institution/employer while in this proposed country? |  | | |
| How often will travel be required in this role (*e.g. back and forth to Yale, or between other countries outside the U.S. and assignment location*)? |  | | |
| Are there other Yale-affiliated individuals working at this site? |  | | |
| Does Yale have a local partner or affiliated university in this proposed country? |  | | |
| Does someone have knowledge regarding the immigration and/or visa requirements for this proposed country? |  | | |

***\*\*The following information should be completed only for a candidate currently in a recruitment process, not a current employee. The following information should be completed by the hiring manager with the HR Recruiter\*\****

|  |
| --- |
| **Recruitment Strategy** |
| STARS Requisition Number, if applicable: |
| Advertising Plan: |
|  |
| Search Firms: |
|  |
| Other outreach: |
|  |