



**MONTGOMERY
COLLEGE**

Remote Work Application

Employees interested in working remotely must complete this application and submit it to their immediate supervisor for review and approval. The immediate supervisor will review, sign, and send to next-level supervisor for signature and then to HRSTM.

Employee's Name: _____ Job Title: _____

Position Code: _____ Supervisor: _____

Campus/Work Location: _____ MC ID: _____

Self-assessment

Job Criteria	Your Position Profile Please comment on the match between the criteria to the left and this position. (100 characters maximum)
Work mostly information, data, and/or technology based.	
Minimal unpredictable face-to-face contact is required.	
Work mostly alone on assignments, such as data entry, report or proposal writing, research, or analysis.	
Position has clearly defined, measurable tasks and productivity may be effectively measured with limited supervisor observation.	
Other factors to consider:	

Proposed Remote Work Location

Address: _____

Phone: _____ Fax: _____

Email Address: _____

I have discussed my potential to work remotely with my supervisor and understand that this application does not constitute a formal agreement nor guarantee that I will be approved to work remotely. I have read the College's [Flexible Work Arrangements policy and procedures \(32500CP\)](#) and understand that remote work is not an entitlement and that my position may not be suited for remote working.

Employee's Signature

If your proposed remote work location is outside of the state of Maryland there may be tax and benefit option implications based on location.

Approvals

I have discussed the possibility to work remotely with the above-named employee. Based on the employee's assessment, job responsibilities, and performance in his or her current position I believe this employee:

is:

is not:

a candidate for remote work and I have informed the employee of the outcome of this process.

Immediate Supervisor Signature

Next Level Supervisor Signature

VP/Chief Human Resources Officer (or designee)

If application is not approved, provide explanation below.