

ALTERNATIVE WORK ARRANGEMENT CASEworks (Telecommuting) Eligibility Worksheet

Note: To be considered for participation in the CASEworks Telecommuting Alternative Work Arrangement, Individual must have been employed at CASE for at least 90 days (have successfully completed their new hire or transfer orientation period), had a performance level of “meets standards” or better on the employee last annual performance review and not currently be in Positive Corrective Action.

Employee Name:	Job Title:
Department:	Supervisor:
Job responsibilities/tasks that can be accomplished at alternative location: (Attach additional sheet if necessary)	
Accommodations/tools: (Attach additional sheet if necessary)	
Laptop and/or other computer available for use at alternative location	
High Speed Internet Access	
VPN Software	

Concerns or Special Considerations:
(Attach additional sheet if necessary)

