

Memorandum

To: [MY MANAGER]

From: [YOUR NAME]

Date: _____

Re: Remote Work Proposal

Businesses all around us are embracing a practice that improves employee morale, increases productivity, reduces traffic congestion, and improves air quality. Remote work has contributed to the bottom line—cost savings and increased productivity—while providing flexibility for employees.

I am interested in exploring the possibility of working from home [ONE] day per week. I have taken the time to research what other companies have done to allow this work place strategy. I hope you will consider my request based on my past performance and my contributions to this company.

You may have concerns regarding my accessibility to you and my co-workers, and my ability to work independently while at home. My proposal addresses how companies have resolved issues regarding measurement tools and contact arrangements, as well as other details of a remote work arrangement. I would like to meet with you to discuss this proposal and share how a telework arrangement would work for both me and the company.

I propose a trial remote work arrangement [ONE] day a week for 90 days. If you are comfortable with my ability to balance deadlines, deliverables, and engagement in my remote environment, we can discuss an ongoing arrangement.

Before we meet, please consider the following:

1. **I can be more productive at home.** Studies show that teleworkers are typically 10 to 30 percent more productive because of the reduced number of interruptions encountered compared to a normal day in the office.
2. **Technology can make it happen.** I can log into all necessary programs and documents through our VPN. I can use e-mail and my phone to remain in contact and very accessible to you and my co-workers. A study from Vaya Consulting found that remote workers demonstrated an increase in connectivity and engagement.

3. **By offering telework to me and others, the company is more likely to retain valuable employees.** Research indicates that employees with a remote work arrangement are 50% less likely to quit. This employee loyalty is related to work/life balance and a new sense of value to the company.
4. **Remote work is working for San Luis Obispo County.** RIDESHARE has supported more than 22 San Luis Obispo County employers with telework programs. A survey of local commuters discovered the following:
 - Employees habitually driving alone are open to remote work, with 70% interested in a telework arrangement.
 - Employees want to work from home with 86% of respondents hoping to telecommute at least once per-week.
 - Remote work will result in healthier employees as respondents indicated using their usual commute time to exercise, sleep in, and cook healthier meals.

I have outlined how I envision a mutually beneficial remote work arrangement as follows:

1. **Communication:** I will be available and accountable during our regular office hours. I will keep in contact with you and my co-workers via cell phone, call-forwarding, e-mail, **[INSTANT MESSAGING]**, and **[VIDEO CONFERENCING]**. I will commit to return all calls and emails within one hour while I am working remotely.
2. **Deliverables and Reporting:** The elements of my job responsibilities that I consider appropriate for remote work include **[WRITING, STRATEGIC PLANNING, DATA ENTRY, AND MEDIA PLANNING]**. Each week I will create a status report outlining what I expect to complete on my telework day and how much time I anticipate spending on each task. At the end of my telework day I will report what I have completed.
3. **Access:** I propose utilizing software connecting my home computer to my office desktop, which would give me access not only to files on my desktop at the office, but also to shared files and programs housed on the network.
4. **Schedule:** I propose working from home on **[WEDNESDAYS]** of each week. I have reviewed my meeting schedule and workload over the past several weeks and conclude that this choice has the least impact on coverage and scheduled meetings.
5. **Home Office Checklist:** I have a dedicated home office. I will use my personal computer and Internet connection to perform my job functions. Also, I will gladly complete a home office safety checklist provided by our regional RIDESHARE partners. **[UNLIKE DURING THE PANDEMIC, MY CHILD WILL BE AT A REGULAR DAYCARE FACILITY DURING OFFICE HOURS.]**

Thank you for considering my proposal. If you are interested in more information about remote work, RIDESHARE has resources available for helping us formalize a program. They can also assist in policy development, training, troubleshooting and evaluation. Their website is Rideshare.org.

