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## Fully Remote Work Agreement Request

### Employee Instructions:

1. Use this form to request the ability to work in a fully remote capacity.
  - This form is not for hybrid schedule (partial in-office/partial remote) work arrangements.
  - This form should be completed even if you received prior approval to work remotely full time.
2. Respond to the questions outlined below and forward to supervisor for review and signature approval. For those working at DSRC, please include signature denoting laboratory leadership concurrence.
3. Completed requests with relevant signatures should be forwarded to [cireshr@colorado.edu](mailto:cireshr@colorado.edu) for consideration by CIRES Director. Employee will be informed of outcome by CIRES HR.
4. If request is fully approved, employee must then go into InsideCIRES and complete the online Remote Work Agreement form to upload schedule: <https://insidecires.colorado.edu/remotework/index.php>

### Per campus remote work guidance, please note:

- Remote work arrangements are not an employee entitlement, and may be discontinued or altered by the department at any time.
- Employees may request remote work arrangements but they are not guaranteed and are at the discretion of the department.

In addition, campus guidance reminds supervisors to maintain consistency (to the extent possible) in determining which staff can participate in remote work modality.

<https://www.colorado.edu/hr/remote-working-and-alternate-work-schedule-manager-guidance>

Questions? Please contact [cireshr@colorado.edu](mailto:cireshr@colorado.edu)

**Employee Name:**

**CIRES Unit:**

**Employee ID:**

**CIRES Supervisor Name:**

**Begin Date of Agreement:**

**End Date of Agreement (if applicable):**

- 1) Were you previously approved to work remotely full-time?  
Yes      No
- 2) Why is the employee working remotely full-time for CIRES?
  - a. Business or Research (please explain)
  - b. Personal (please explain)



- 3) Is the employee Research staff or Administration?
  - a. Research
  - b. Administration
  
- 4) Will the employee need to travel to Boulder, CO or other locations for team or project meetings?
  - Yes      No
  - a. If yes, how often and how will the trips be funded?
  
  - b. If the intention is to fund the travel on a sponsored award, how was travel budgeted for the remote employee at proposal stage? Please contact your CIRES Finance Manager to determine allowability of travel for remote workers on the sponsored award.

Travel may be supported on a non-sponsored fund, such as Associate Division Director Funds or DAICR returned to individual PIs, if there is a clear business justification and prior approval has been granted by the Associate Division Director or PI. If approval is not granted, travel costs will become the responsibility of the employee.

Travel supported by CU/CIRES funds requires pre-approval from the CIRES Travel Team. Requests are submitted via InsideCIRES.

*Note: If CU indicated at proposal stage that work would take place on-campus with the full overhead rate applied, a strong justification explaining the benefit of travel to the scope of work is required.*

*Decisions on allowability of the travel cost for a remote employee on a sponsored award will be made on a case-by-case basis based on the specific need and reason for travel, and the specific award budget.*

**Employee Signature:**

**Note on signatures:**

*You can sign this document by clicking the digital signature arrow and setting up a signature through Adobe.*

**-OR-**

*You can use DocuSign to collect the appropriate signatures (do not include CIRES Director).*

**CIRES Supervisor:**

**Unit approval (if required per internal protocols):**

**Lab Leadership Concurrence (for DSRC based staff):** \* - *NCEI: federal science advisor or CIRES section chief*  
 - *SWPC: Approval from David Stone (CIRES at NOAA Lead) or delegate*  
 - *PSL, CSL, GML, GSL: leave this blank, submit form with employee and supervisor signatures to CIRES HR for further evaluation by CIRES Leadership.*

**CIRES Director:**

*The employee and supervisor are not responsible for requesting approval from the CIRES Director. Once you have the appropriate signatures above, please send to [cireshr@colorado.edu](mailto:cireshr@colorado.edu)*