



Remote Work Participation Agreement Form Instructions for Supervisors and Department Approvers/Unit Human Resources Business Partners

The University of Colorado Anschutz Medical Campus *Alternative Work Schedules and Remote Work Arrangements* policy requires documentation for each employee's remote work arrangements.

Supervisor and Department Approver/Unit HR Business Partner Guidance

To comply with the *Alternative Work Schedules and Remote Work Arrangements* policy, employees need to submit remote work requests using the [CU Anschutz Remote Work Participation Form](#).

As a Supervisor or Department Approver/Unit HR Business Partner, you will be required to either approve, deny or revoke/terminate a remote work request submitted by an employee in your department.

Please follow the instructions on the next page to approve, deny or revoke/terminate a remote work request. Or select links below based on your role to review instructions.

- **Supervisors**
 - o [Approving remote work requests](#)
 - o [Denying remote work requests](#)
 - o [Revoking/terminating work requests](#)

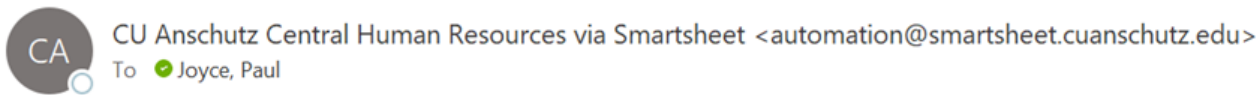
- **Department Approver/Unit HR Business Partners**

- o [Approving remote work requests](#)
- o [Denying remote work requests](#)
- o [Revoking/terminating work requests](#)

How to approve a remote work request – Supervisor Role

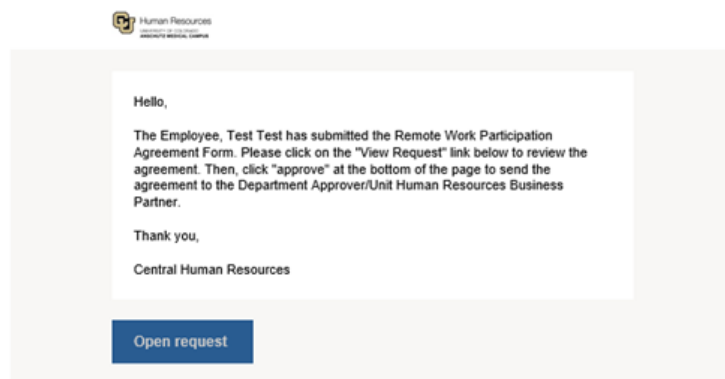
1. Once the employee submits the [CU Anschutz Remote Work Participation Form](#) the Supervisor will receive an email to review the remote work request. Please see below for a sample email:

Supervisor - Acknowledgment Request - Remote Work Participation Agreement - Test Test



If there are problems with how this message is displayed, click here to view it in a web browser.

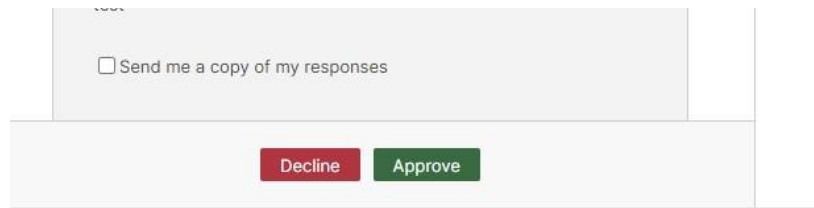
[External Email - Use Caution]



Details

Employee Acknowledgment	<input checked="" type="checkbox"/>
Employee ID Number	123456
Employee First Name	Test
Employee Last Name	Test
Supervisor First Name	Test

2. Click on the "**view request**" link to review the agreement.
3. Scroll down to the bottom and click on "**approve**" to acknowledge the request and send the agreement to the Department Approver/Unit HR Business Partner.



Send me a copy of my responses

Decline Approve

How to approve a remote work request – Department Approver/Unit HR Business Partner Role

4. Once the Supervisor approves the request, the submission will be sent to the Department Approver/Unit HR Business Partner for review and acknowledgment. Please see the next page for a sample email:

HR BP - Acknowledgment Request - Remote Work Participation Agreement - Test Test



CU Anschutz Central Human Resources via Smartsheet <automation@smartsheet.cuanschutz.edu>

To Joyce, Paul

If there are problems with how this message is displayed, click here to view it in a web browser.

[External Email - Use Caution]



Hello,

The Employee, Test Test has submitted the Remote Work Participation Agreement Form. Please click on the "View Request" link below to review the agreement. Then, click "approve" at the bottom of the page to acknowledge the agreement.

Thank you,

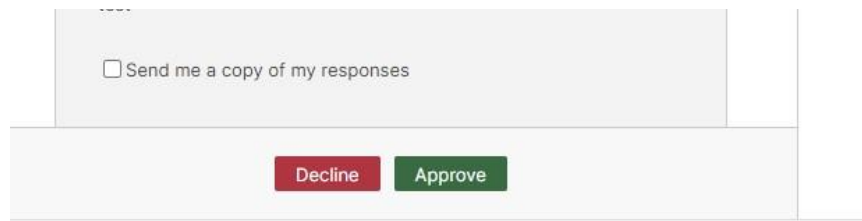
Central Human Resources

[Open request](#)

Details

Employee Acknowledgment	<input checked="" type="checkbox"/>
Supervisor Email approval	Approved
Employee ID Number	123456
Employee First Name	Test
Employee Last Name	Test
Supervisor First Name	Test

5. Click on the "view request" link to review the agreement.
6. Scroll down to the bottom and click on "approve" to acknowledge the request.



The image shows a screenshot of a web form. At the top, there is a checkbox with the text "Send me a copy of my responses". Below this, there are two buttons: a red button labeled "Decline" and a green button labeled "Approve". The form is set against a light gray background.

7. Once the remote work request is fully acknowledged by the Supervisor and Department Approver/Unit Human Resources Business Partner, then everyone will receive an email copy of the agreement (Employee, Supervisor, and Department Approver/Unit Human Resources Business Partner). See below for a sample email of a fully approved remote work request.

Supervisor copy: Here you can see that both the Supervisor and Department Approver/Unit HR Business Partner approved the request.

Copy of Acknowledgment - Test Test (Supervisor Copy)



CU Anschutz Central Human Resources via Smartsheet <automation@smartsheet.cuanschu
To Joyce, Paul

[External Email - Use Caution]



Hello,

Please see a copy of the acknowledgment of the Remote Work Participation Agreement for Test Test.

A copy of the Alternative Work Schedules and Remote Work Arrangements Policy can be found at this link:

https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/4000-human-resources/4032---alternative-schedules-and-remote-work-arrangements.pdf?sfvrsn=3ee7f3ba_2

Thank you,

Central Human Resources

[Anschutz Only Remote Work Participation Agreement](#)

Changes since 8/17/23 3:10 PM

1 row changed

1 row added or updated (shown in yellow)

Row 1

Employee Acknowledgment	<input checked="" type="checkbox"/>
Supervisor Email approval	Approved
Department/Unit HR Business Partner Email approval	Approved
Employee ID Number	123456
Employee First Name	Test

Department Approver/Unit HR Business Partner Copy: Here you can see that both the Supervisor and Department Approver/Unit HR Business Partner approved the request.

Copy of Acknowledgment - Test Test (HR BP Copy)



CU Anschutz Central Human Resources via Smartsheet <automation@smartsheet.cuanschutz.edu>
To Joyce, Paul

[External Email - Use Caution]



Hello,

Please see a copy of the acknowledgment of the Remote Work Participation Agreement for Test Test.

A copy of the Alternative Work Schedules and Remote Work Arrangements Policy can be found at this link:

https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/4000-human-resources/4032--alternative-schedules-and-remote-work-arrangements.pdf?sfvrsn=3ee7f3ba_2

Thank you,

Central Human Resources

[Anschutz Only Remote Work Participation Agreement](#)

Changes since 8/17/23 3:10 PM

1 row changed

1 row added or updated (shown in yellow)

Row 1

Employee Acknowledgment	<input checked="" type="checkbox"/>
Supervisor Email approval	Approved
Department/Unit HR Business Partner Email approval	Approved
Employee ID Number	123456

How to deny a remote work request – Supervisor Role

1. Once the employee submits the [CU Anschutz Remote Work Participation Form](#) the Supervisor will receive an email to review the remote work request. Please see below for a sample email:

Supervisor - Acknowledgment Request - Remote Work Participation Agreement - Test Test

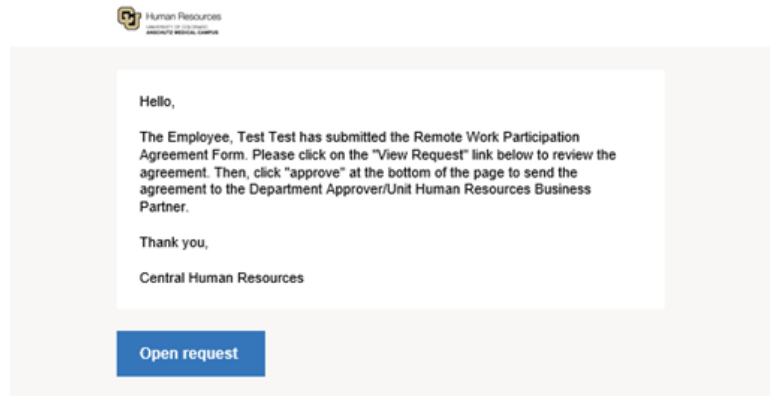


CU Anschutz Central Human Resources via Smartsheet <automation@smartsheet.cuanschutz.edu>

To Joyce, Paul

If there are problems with how this message is displayed, click here to view it in a web browser.

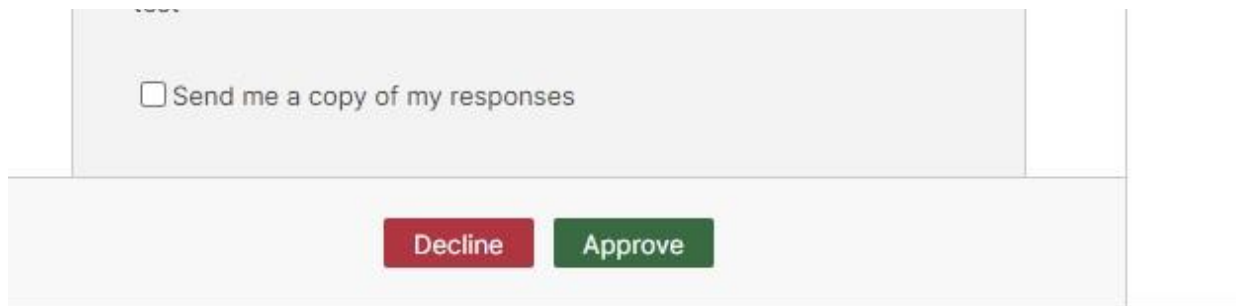
[External Email - Use Caution]



Details

Employee Acknowledgment	<input checked="" type="checkbox"/>
Employee ID Number	123456
Employee First Name	Test
Employee Last Name	Test
Supervisor First Name	Test

2. Click on the “**view request**” link to review the agreement.
3. Scroll down to the bottom and click on “**Decline**” to deny the request and send the notification to the employee and the Department Approver/Unit HR Business Partner.



A screenshot of a web form. At the top, there is a checkbox with the text "Send me a copy of my responses". Below the checkbox, there are two buttons: a red button labeled "Decline" and a green button labeled "Approve".

4. When the Supervisor denies the request, then the Supervisor, Department Approver/Unit Human Resources Business Partner, and Employee will receive a copy of the declined agreement.

Please note: The request will not move forward to the Department Approver/Unit Human Resources Business Partner for acknowledgment.

Below is a sample email of a decline notification email:

Supervisor copy: Here, you can see the Supervisor declined the request.

Declined - Remote Work Participation Agreement Acknowledgment Test Test (Supervisor Copy)



CU Anschutz Central Human Resources via Smartsheet <automation@smartsheet.cuanschutz.edu>
To Joyce, Paul

[External Email - Use Caution]



Hello,

The acknowledgment for the Remote Work Participation Agreement for Test Test has been declined. Please reach out to your Department Approver/Unit HR Business Partner for clarification.

Thank you,

Central Human Resources

[Anschutz Only Remote Work Participation Agreement](#)

Changes since 8/17/23 3:29 PM

1 row added, 1 row changed

1 row added or updated (shown in yellow)

Row 1

Employee Acknowledgment	<input checked="" type="checkbox"/>
Supervisor Email approval	Declined
Department/Unit HR Business Partner Email approval	
Employee ID Number	123456
Employee First Name	Test
Employee Last Name	Test

Department Approver/Unit HR Business Partner Copy: Here you can see the Supervisor declined the request.

Declined - Remote Work Participation Agreement Acknowledgment Test Test (HR BP Copy)



CU Anschutz Central Human Resources via Smartsheet <automation@smartsheet.cuanschutz.edu>
To Joyce, Paul

[External Email - Use Caution]



Hello,

The acknowledgment for the Remote Work Participation Agreement for Test Test has been declined.

Thank you,

Central Human Resources

[Anschutz Only Remote Work Participation Agreement](#)

Changes since 8/17/23 3:29 PM

1 row added , 1 row changed

1 row added or updated (shown in yellow)

Row 1

Employee Acknowledgment	<input checked="" type="checkbox"/>
Supervisor Email approval	Declined
Department/Unit HR Business Partner Email approval	
Employee ID Number	123456
Employee First Name	Test
Employee Last Name	Test


How to deny a remote work request – Department Approver/Unit HR Business Partner Role


1. If the Supervisor approved the request, then the Department Approver/Unit Human Resources Business Partner receives an email to review the Remote Work request and denies the request. Please see below for a sample email:

HR BP - Acknowledgment Request - Remote Work Participation Agreement - Test Test



CU Anschutz Central Human Resources via Smartsheet <automation@smartsheet.cuanschutz.edu>

To  Joyce, Paul

 If there are problems with how this message is displayed, click here to view it in a web browser.

[External Email - Use Caution]



Hello,

The Employee, Test Test has submitted the Remote Work Participation Agreement Form. Please click on the "View Request" link below to review the agreement. Then, click "approve" at the bottom of the page to acknowledge the agreement.

Thank you,

Central Human Resources

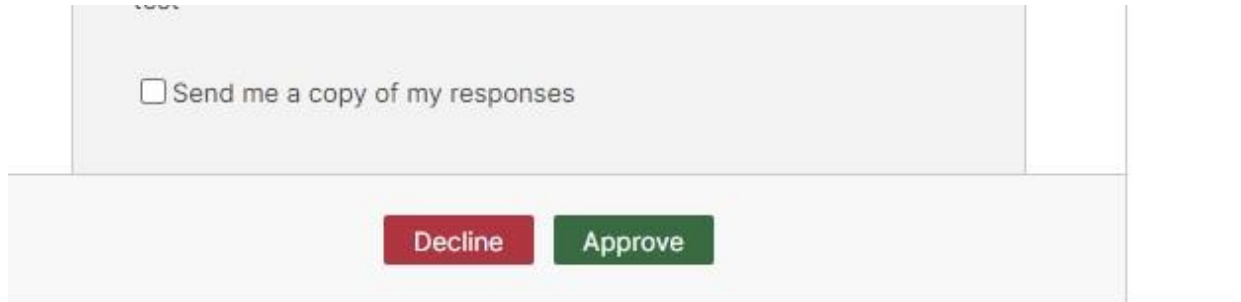
[Open request](#)

Details

Employee Acknowledgment	<input checked="" type="checkbox"/>
Supervisor Email approval	Approved
Employee ID Number	123456

2. Click on the "**view request**" link to review the agreement.

3. Scroll down to the bottom and click on “**Decline**” to deny the request and send the notification to the employee and the Department Approver/Unit HR Business Partner.



The image shows a portion of a web form. At the top, there is a checkbox labeled "Send me a copy of my responses". Below this, there are two buttons: a red button labeled "Decline" and a green button labeled "Approve".

4. When the Department Approver/Unit HR Business Partner denies the request, then the Supervisor, Department Approver/Unit Human Resources Business Partner, and Employee will receive a copy of the declined agreement.

Please note: The request will not move forward to the Department Approver/Unit Human Resources Business Partner for acknowledgment.

Below is a sample email of a decline notification email:

Supervisor copy: Here, you can see the Department Approver/Unit HR Business Partner declined the request.

Declined - Remote Work Participation Agreement Acknowledgment Test Test (Supervisor Copy)



CU Anschutz Central Human Resources via Smartsheet <automation@smartsheet.cuanschutz.edu>
To Joyce, Paul

[External Email - Use Caution]



Hello,

The acknowledgment for the Remote Work Participation Agreement for Test Test has been declined. Please reach out to your Department Approver/Unit HR Business Partner for clarification.

Thank you,

Central Human Resources

[Anschutz Only Remote Work Participation Agreement](#)

Changes since 8/17/23 3:29 PM

1 row added, 1 row changed

1 row added or updated (shown in yellow)

Row 1

Employee Acknowledgment	<input checked="" type="checkbox"/>
Supervisor Email approval	Declined
Department/Unit HR Business Partner Email approval	
Employee ID Number	123456
Employee First Name	Test
Employee Last Name	Test

Department Approver/Unit HR Business Partner Copy: Here, you can see the Department Approver/Unit HR Business Partner declined the request.

Declined - Remote Work Participation Agreement Acknowledgment Test Test (HR BP Copy)



CU Anschutz Central Human Resources via Smartsheet <automation@smartsheet.cuanschutz.edu>

To Joyce, Paul

[External Email - Use Caution]



Hello,

The acknowledgment for the Remote Work Participation Agreement for Test Test has been declined.

Thank you,

Central Human Resources

[Anschutz Only Remote Work Participation Agreement](#)

Changes since 8/17/23 3:29 PM

1 row added, 1 row changed

1 row added or updated (shown in yellow)

Row 1

Employee Acknowledgment	<input checked="" type="checkbox"/>
Supervisor Email approval	Declined
Department/Unit HR Business Partner Email approval	
Employee ID Number	123456
Employee First Name	Test
Employee Last Name	Test

How to revoke or terminate a remote work request

1. The Supervisor or Department Approver/Unit Human Resources Business Partner submits the [Revoke/Terminate Remote Work Participation Agreement Form](#).

2. Please select a reason for revoking/terminating the form:

If performance is chosen, the form will direct you to speak with an Employee Relations and Performance Consultant before completing this form.

Remote Work Participation Agreement - Revoke/Terminate

Instructions:

This form is to be completed by the HR Business Partner or Supervisor.

This form is to be submitted to revoke or terminate an existing remote work participation agreement.

Please select the reason for revoking or terminating this agreement. *

- Business/Unit Operational needs
- Employee choice
- Performance

Please contact your Employee Relations and Performance Consultant prior to completing this form.

Please refer to the following link for your designated Central HR Employee Relations and Performance Consultant.
https://www.cuanschutz.edu/docs/cuanschutzhumanresourceslibraries/employee-relations-and-performance-docs/remote-work-form-supervisor_-department-approver-hr-business-partner-step-by-step-guide-8-9-2021.pdf?sfvrsn=d65146bb_6

3. Fill out the employee's first and last name and email address and employee ID number.

Please use the following format: firstname.lastname@cuanschutz.edu.

Employee First Name *

Employee Last Name *

Employee Email *

Employee ID Number *

Employee IDs are 6 digits.

4. Enter the effective date of the termination or revoked agreement.

Effective Date *

5. Enter the names and email addresses of the Supervisor and Department Approver/Unit HR Business Partner.

Double-check the email addresses to ensure the notification will be sent to the Employee, Supervisor, and Department Approver/Unit HR Business Partner.

Supervisor First Name *

Supervisor Last Name *

Supervisor Email *

Department Approver/Unit Human Resources Business Partner First Name *

Department Approver/Unit Human Resources Business Partner Last Name *

Department Approver/Unit Human Resources Business Partner Email *

6. Check the box to indicate you have discussed the termination/revoked agreement with the employee. Click submit.

Have you discussed the termination of the Remote Work agreement with the employee? Please check the box. *

Yes, I, the Supervisor or HR Business Partner have discussed the termination of the Remote Work agreement with the employee.

Please note: It will take approximately 20 minutes to receive a copy of the form.

If you do not see the confirmation email in your inbox, please check your junk and clutter folders.

Submit

7. The Supervisor, Department Approver/Unit Human Resources Business Partner, and Employee will receive an email copy of the revoked/terminated agreement. Below is a sample email of revoked/terminated agreement that was sent to the Supervisor.

Copy of Revoked/Terminated Remote Work Participation Agreement - Test Test - (Supervisor Copy)



CU Anschutz Central Human Resources via Smartsheet <automation@smartsheet.cuanschutz.edu>

To Joyce, Paul

[External Email - Use Caution]



Hello,

This is confirmation that this Remote Work Participation Agreement has been revoked for Test Test.

Thank you,

Central Human Resources

[Anschutz Only Remote Work Participation Agreement](#)

Changes since 8/17/23 3:58 PM

1 row added

1 row added or updated (shown in yellow)

Row 1

Employee ID Number	123456
Employee First Name	Test
Employee Last Name	Test
Supervisor First Name	Test
Supervisor Last Name	Test
Department/Unit HR Business Partner First Name	Test