



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

The University of Colorado Denver | Anschutz Medical Campus *Alternative Work Schedules and Remote Work Arrangements* policy was recently revised and approved. Documentation for employee remote work arrangements as provided for under that policy is **required**.

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 new remote work requests using the [Remote Work Participation Agreement 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**
 - [Approving remote work requests](#)
 - [Denying remote work requests](#)
 - [Revoking/terminating work requests](#)

- **Department Approver/Unit HR Business Partners**
 - [Approving remote work requests](#)
 - [Denying remote work requests](#)
 - [Revoking/terminating work requests](#)

How to approve a remote work request – Supervisor Role

1. Once the employee submits the [Remote Work Participation Agreement 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

Do-Not-Reply - Human Resources via Smartsheet <automation@app.smart>
To

Reply Reply All Forward

Fri 8/6/2021 1:21 PM

[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 send the agreement to the Department Approver/Unit Human Resources Business Partner.

Thank you,

Central Human Resources

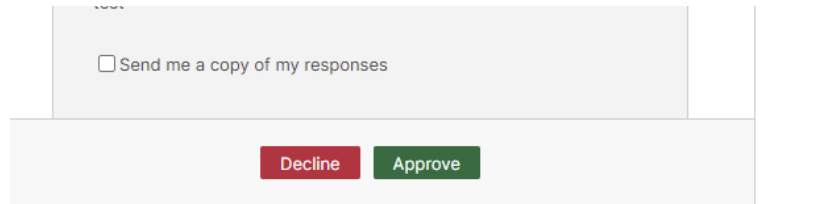
[View Request](#)

Row 1

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

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

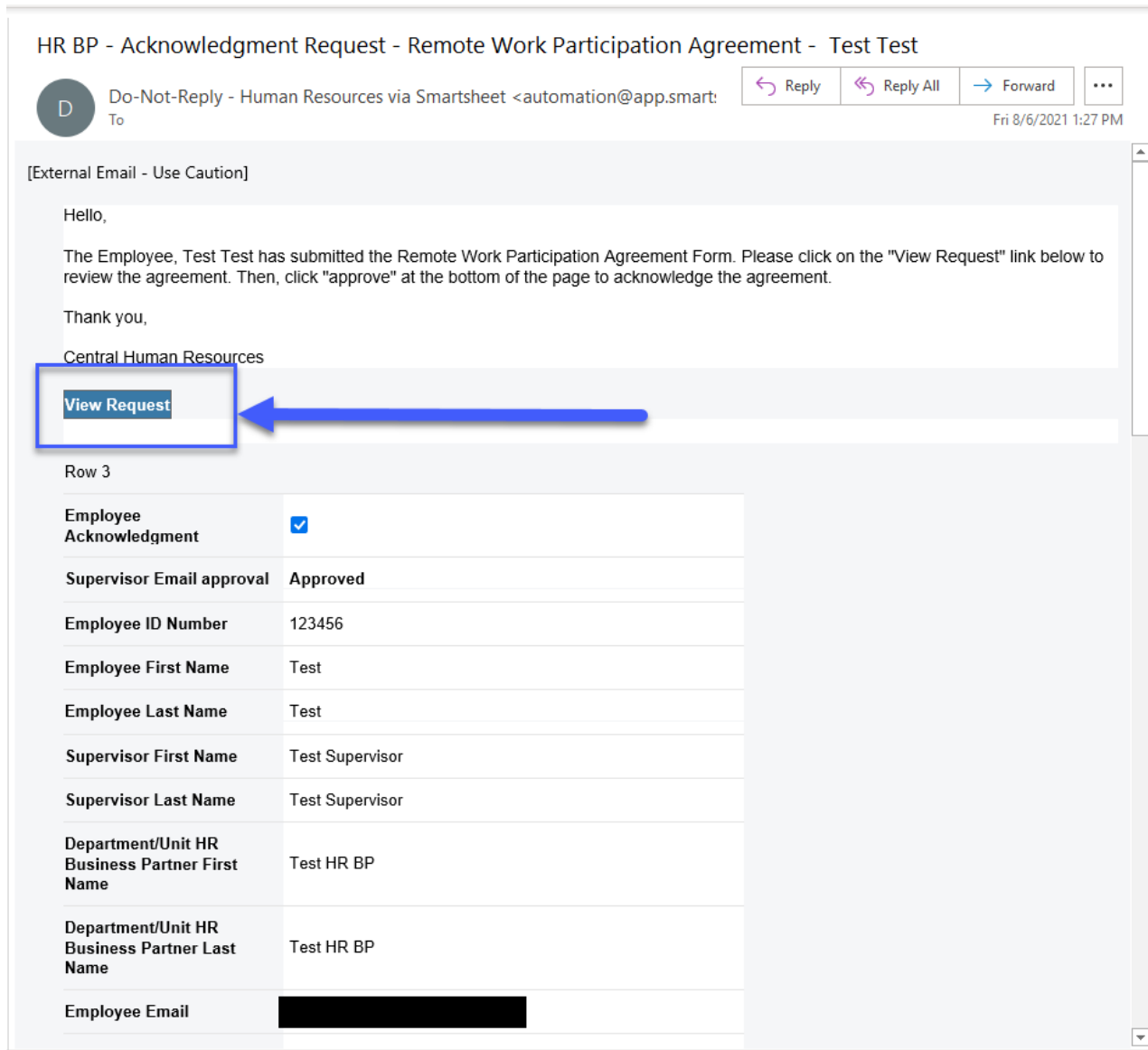
3. Scroll down to the bottom and click on **“approve”** to acknowledge the request and send the agreement to the Department Approver/Unit HR Business Partner.



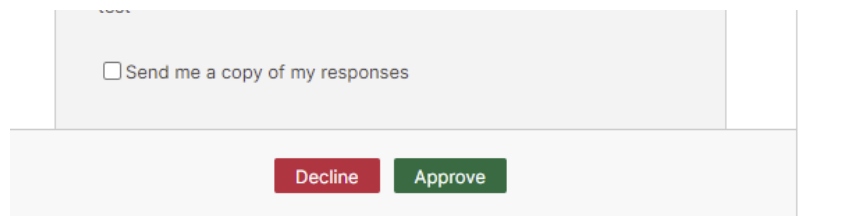
The screenshot shows a portion of a web form. At the top, there is a checkbox labeled "Send me a copy of my responses". Below this, there are two buttons: a red button labeled "Decline" and a green button labeled "Approve".

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:




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.



- 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)

 Do-Not-Reply - Human Resources via Smartsheet <automation@app.smartsheet.com>
To

[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

 [Remote Work Participation Agreement](#)

Changes since 8/6/21 12:29 PM

1 row changed

1 row added or updated (shown in yellow)

Row 4


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
Employee Last Name	Test
Supervisor First Name	Test Supervisor
Supervisor Last Name	Test Supervisor
Department/Unit HR Business Partner First Name	Test HR BP



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.

Delete | Respond | Teams | Quick Steps | Move | Tags | Edit

Copy of Acknowledgment - Test Test (HR BP Copy)

 Do-Not-Reply - Human Resources via Smartsheet <automation@app.smartsheet.com>
To

[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

 [Remote Work Participation Agreement](#)

Changes since 8/6/21 12:29 PM

1 row changed

1 row added or updated (shown in yellow)

Row 4

Employee Acknowledgment

Supervisor Email approval	Approved
Department/Unit HR Business Partner Email approval	Approved



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

How to deny a remote work request – Supervisor Role

1. Once the employee submits the [Remote Work Participation Agreement 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

Do-Not-Reply - Human Resources via Smartsheet <automation@app.smart>
To
Fri 8/6/2021 1:21 PM

[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 send the agreement to the Department Approver/Unit Human Resources Business Partner.

Thank you,

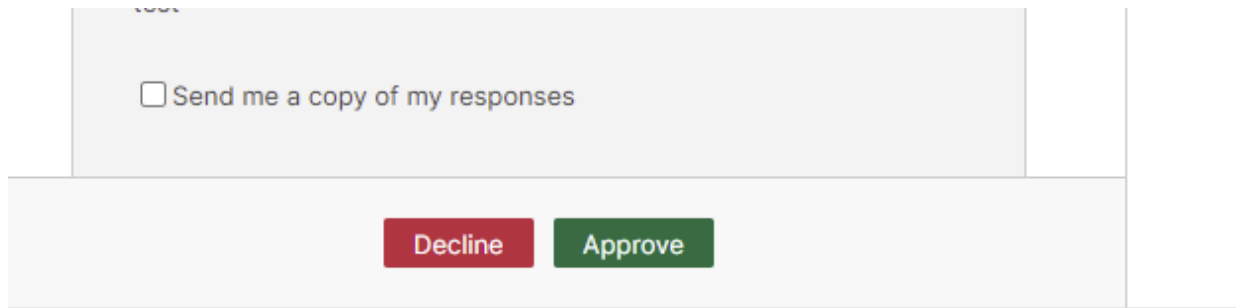
Central Human Resources

[View Request](#)

Row 1

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

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 screenshot 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 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 Employee Test Employee (Supervisor Copy)

 Do-Not-Reply - Human Resources via Smartsheet <automation@app.smartsheet.com>
To

[External Email - Use Caution]



Hello,

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

Thank you,

Central Human Resources

 [Remote Work Participation Agreement](#)

Changes since 8/6/21 12:47 PM

1 row changed

1 row added or updated (shown in yellow)

Row 5

Employee Acknowledgment

Supervisor Email approval Declined

Department/Unit HR Business Partner Email approval

Employee ID Number 123456

Employee First Name Test Employee

Employee Last Name Test Employee

Supervisor First Name Test Supervisor

Supervisor Last Name Test Supervisor

Department/Unit HR Business Partner First Name Test HR BP

Department/Unit HR Business Partner Last Name Test HR BP

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

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



Do-Not-Reply - Human Resources via Smartsheet <automation@app.smartsheet.com>
To

[External Email - Use Caution]



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Hello,

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

Thank you,

Central Human Resources



[Remote Work Participation Agreement](#)

Changes since 8/6/21 12:47 PM

1 row changed

1 row added or updated (shown in yellow)

Row 5

Employee Acknowledgment

Supervisor Email approval Declined

Department/Unit HR
Business Partner Email
approval



Employee ID Number 123456


Employee First Name Test Employee

Employee Last Name Test Employee

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

 Do-Not-Reply - Human Resources via Smartsheet <automation@app.smart>
To

[Reply](#) [Reply All](#) [Forward](#) [...](#)

Fri 8/6/2021 1:27 PM

[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,

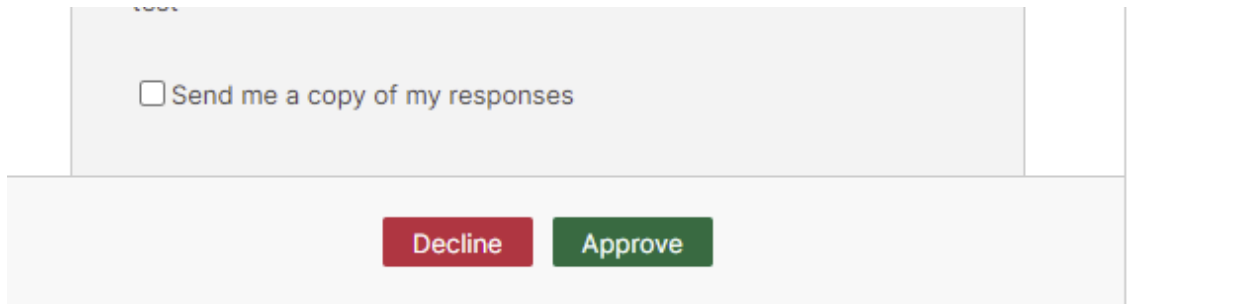
Central Human Resources

[View Request](#)

Row 3

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 Supervisor
Supervisor Last Name	Test Supervisor
Department/Unit HR Business Partner First Name	Test HR BP
Department/Unit HR Business Partner Last Name	Test HR BP
Employee Email	[REDACTED]

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 screenshot 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 Employee Test Employee (Supervisor Copy)

 Do-Not-Reply - Human Resources via Smartsheet <automation@app.smartsheet.com>
To

[External Email - Use Caution]



Hello,

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

Thank you,

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 [Remote Work Participation Agreement](#)

Changes since 8/6/21 2:24 PM

1 row changed

1 row added or updated (shown in yellow)

Row 1

Employee Acknowledgment

Supervisor Email approval Approved

Department/Unit HR Business Partner Email approval Declined


Employee ID Number 123456

Employee First Name Test Employee

Employee Last Name Test Employee

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 Employee Test Employee (HR BP Copy)

 Do-Not-Reply - Human Resources via Smartsheet <automation@app.smartsheet.com>
To

[External Email - Use Caution]



Hello,

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

Thank you,

Central Human Resources

 [Remote Work Participation Agreement](#)

Changes since 8/6/21 2:24 PM

1 row changed

1 row added or updated (shown in yellow)

Row 1

Employee Acknowledgment

Supervisor Email approval Approved

Department/Unit HR Business Partner Email approval Declined

Employee ID Number 123456

Employee First Name Test Employee

Employee Last Name Test Employee

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://www1.ucdenver.edu/offices/human-resources/human-resources-home/human-resources-staff-listing-by-school-college-consolidated-unit-and-department>

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

For CU Anschutz Medical Campus employees, please use the following:

firstname.lastname@cuanschutz.edu

For CU Denver employees please use the following:

firstname.lastname@ucdenver.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 Employee Test Employee - (Supervisor Copy)

 Do-Not-Reply - Human Resources via Smartsheet <automation@app.smartsheet.com>
To

[External Email - Use Caution]


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Hello,

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

Thank you,

Central Human Resources

 [Remote Work Participation Agreement](#)
Changes since 8/6/21 2:58 PM

1 row added

1 row added or updated (shown in yellow)

Row 1

Employee ID Number	123456
Employee First Name	Test Employee
Employee Last Name	Test Employee
Supervisor First Name	Test Supervisor
Supervisor Last Name	Test Supervisor
Department/Unit HR Business Partner First Name	Test HR BP
Department/Unit HR Business Partner Last Name	Test HR BP
Employee Email	[REDACTED]
Supervisor Email	[REDACTED]
Department/Unit HR Business Partner Email	[REDACTED]
Principal School/College/Department	Human Resources