

Remote Work Eligibility Change Request Process

Overview

This document outlines the process for changing a classification's remote work eligibility.

Note: Supervisors who want to change a single employee's eligibility due to performance management concerns must speak with their Senior Partner of Employee and Labor Relations.

Request + Review Process

Requests for a change in a position's eligibility must be made to Human Resources by the SLT member. Email Stacey Jung, Senior Director HR Operations at sjung@pps.net and provide the classification, requested level of remote work and the reason for the requested change.

Human Resources will review the request to analyze and understand:

- The reason for the request for an increase or decrease in eligibility
- Consistency with the same classification in other departments

Eligibility Levels

Level I	Level II	Level III	Level IV	Level V
Not Eligible	Direct School Supports	Ad Hoc Remote Work	Hybrid Remote Work	Full-Time Remote Work

Approval + Communication + Documentation

Approval

Requests that change eligibility level by one (whether increased or decreased) will be approved or denied by the Senior Director of HR Ops or their designee. Example: requests to change from Ad Hoc to Hybrid.

The Senior Director of HR Ops, or their designee, will recommend changes for approval or denial to the Chief Human Resources Officer for requests that change the eligibility level by more than one level. Example, requests to change from Full-Time to Ad Hoc, or Direct School Supports to Hybrid.

Communication

The Senior Director of HR Ops will communicate the decision with the requesting SLT member.

Documentation

Changes, regardless of decision and approval level, will be captured on an internal Remote Work Eligibility Change Tracker. Approved changes to eligibility will be updated on the published eligibility list and classification specifications will be updated.

Quarterly Review of Changes

The eligibility change list will be available for review of approved or denied changes at the quarterly SLT meetings when they review customer service expectations and remote work.