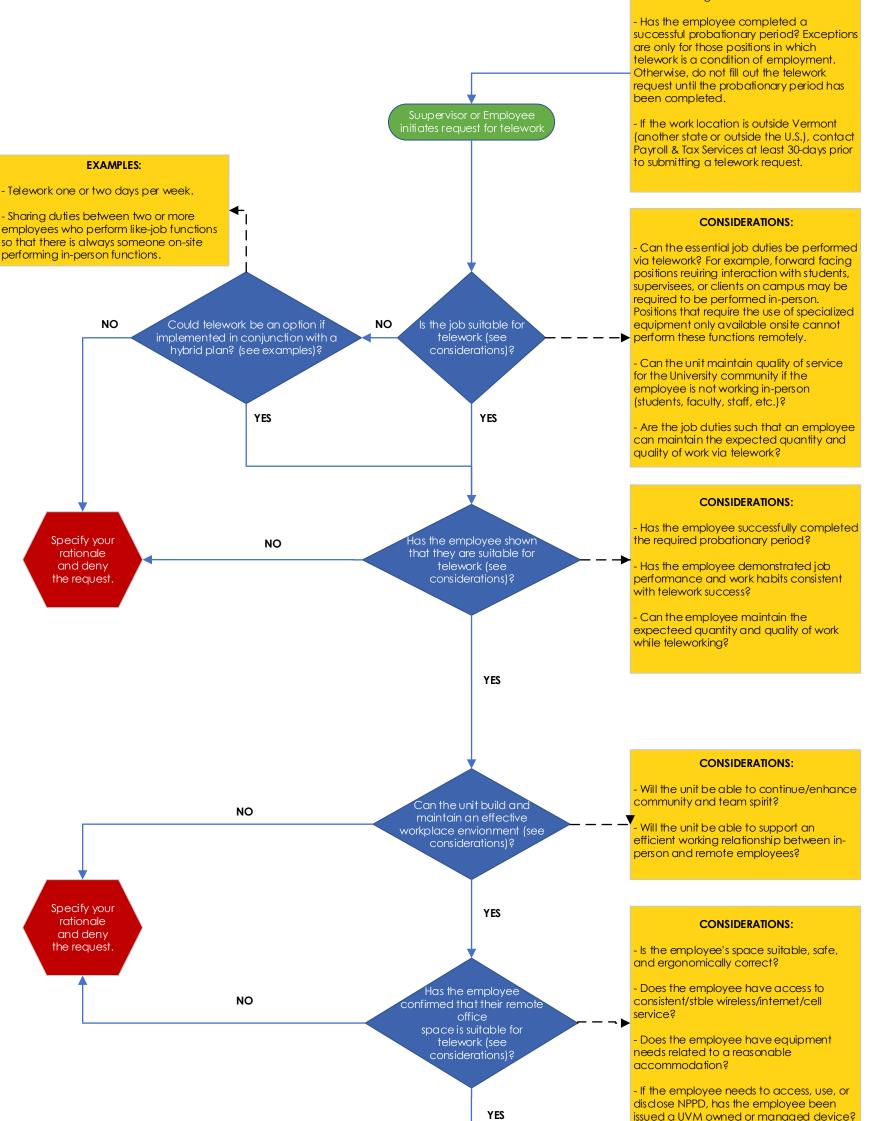
TELEWORK DECISION TREE

CONSIDERATIONS:

Prior to initiating a request, have the following conditions been met?



Telecommuting Agreement Form and, if quired, the Information Security, Privacy, and Confidentiality Form. Submit for approvals as specified on the form.

issued a UVM owned or managed device?

- Does the employee have a private/ secure space in which to work?

- Does the employee have adequate equipment, supplies, and furniture available to perform their job duties?