

## Remote Work Eligibility Change Request Process

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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](mailto: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 review requests on the published eligibility list

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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.

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Remote Work Eligibility Change Request Process - 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.