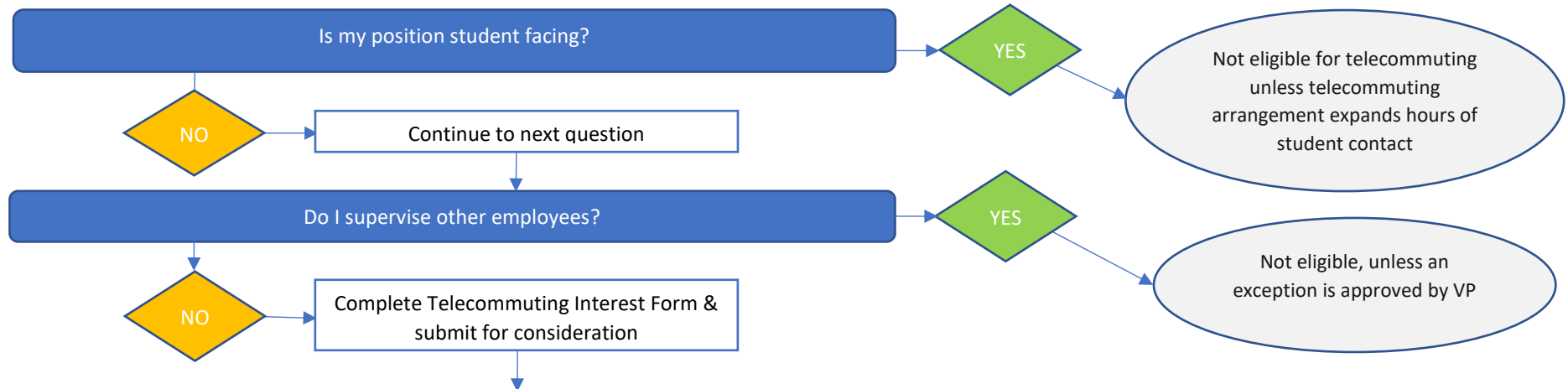
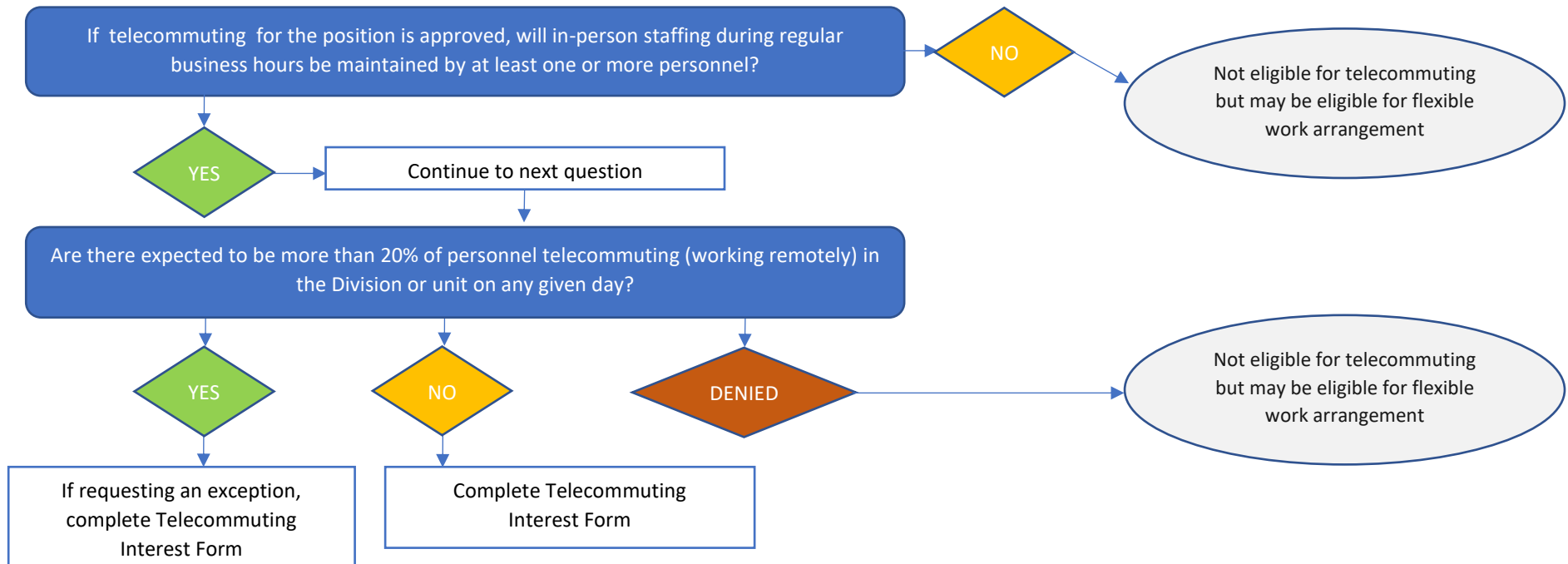


General Guidelines Decision Matrix: Am I Eligible for Telecommuting?

EMPLOYEE ASSESSMENT (Position Level)

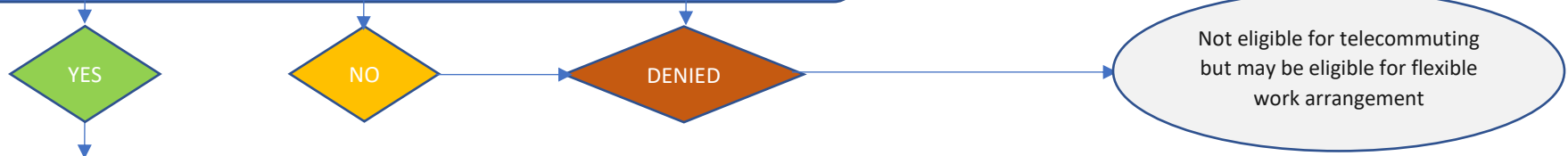


SUPERVISOR ASSESSMENT (Unit Level)



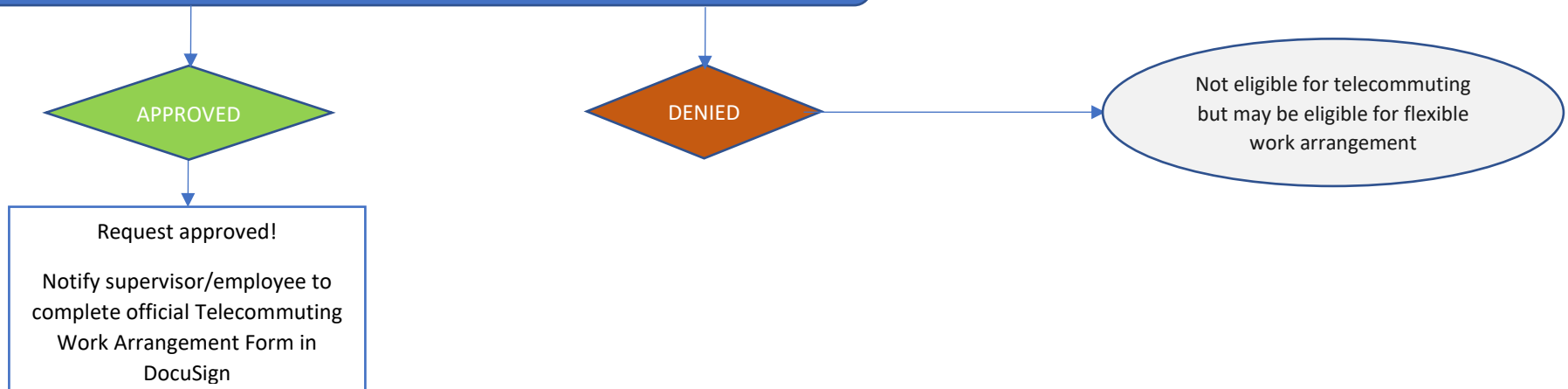
SECOND LEVEL REVIEW (if applicable)

Following review of all requests for the unit (dept., college, etc.) does the request for telecommuting align with KSU's Guiding Principles for telecommuting and is an appropriate plan in place to ensure consistent and efficient delivery of services?



FINAL/VICE PRESIDENTIAL (OR DESIGNEE) REVIEW

Any exceptions must be approved by Vice President.



Vice Presidents have discretion to develop and apply additional guidelines based on their professional judgement and unit's operational service needs and priorities.