



- Request should include:
1. Specifics/detail regarding accountability measures
 2. How employee productivity will be measured
 3. Specific information on IT requirements (equipment/software/support)
 4. A copy of the department organizational chart
 5. A draft team schedule
 6. Physical space layout (photos/diagrams) of the university & home offices
 7. Information regarding how compliance with TXST telecommuting policy will be monitored
 8. A defined pilot period and assessment to determine effectiveness of the arrangement
 9. Signed employee acknowledgment of the policy