COM
PASS

REMOTE WORK PROPOSAL TEMPLATE

YOU'RE LOOKING FOR A FRAMEWORK THAT WORKS. SIT BACK, RELAX & PREPARE YOURSELF FOR THE ADVENTURE OF A LIFETIME. REMOTE WORK ANYONE?

Kudos to you for taking the first step towards working remotely! First things first: you'll need to evaluate your current job. Finding a remote opportunity that works for you may mean changing your current gig.

If you work in retail or service, for example, you may have a tough time finding telecommuting opportunities. The good news is more and more companies realize the value of remote work, so there are plenty of options out there!

If you're hoping to maintain employment at your current company, we have just what you need to start off your negotiations on the right foot!

In this template, we've outlined everything you need to include in your proposal. The best way to be successful in a remote working agreement is to find something that works for you and your employer.

Be well prepared before you start the conversation — know the triggers that will help motivate your employer. Present multiple options and scenarios to encourage dialogue. Emphasize your commitment and loyalty to the company.

Show your supervisor that you are serious and trustworthy by creating a proposal that demonstrates your consideration for how remote work will be beneficial to you, the company, and your well being.

Before you dive into customizing and building out your remote work proposal, make sure to consider the following:

Know the right time to start the conversation.

You'll want to be strategic about when you introduce the idea of working remotely. It doesn't have to be during your review, but it should be strategic. Make sure you have enough examples of your strengths and contributions to the company. Allow time for relationship and trust building. Also, consider your long-term goals. If you want to start an adventure abroad during a certain time of year, you'll need to start planning several months in advance to leave time for negotiations and a trial remote work period.

Maintain a good relationship with your supervisor

Unless you're already an executive, your supervisor will be your advocate when communicating your remote work desires to decision-making staff. Be sure to maintain a good relationship with your supervisor, and stay on top of your game to demonstrate that you are capable of succeeding in remote work.

Be prepared to highlight your successes

Collect employee evaluations, references and documented successes from previous reviews. Make sure to highlight projects and instances in which you've demonstrated initiative and reliability — qualities that are crucial for remote work success. If you are new to the company, it may be worth considering postponing your proposal until you have several contributions to highlight. Or, if you have worked remotely or as a freelancer in the past, highlight this.

Revisit the company's mission statement, employment manual and website content

Pull out language that supports your cause. If your company highlights that it's an innovative or progressive company, note that remote work is a growing, celebrated practice of successful businesses. If they note "employment happiness" as a core value, explain how remote work will add to your general satisfaction working for the company. Be as specific as possible.

Know your company's position on remote work

If you're company has an existing remote working policy, learn it. Check the employee manual. If there is a policy in place, then your company already values remote work, and you won't have to sell them on the benefits.

If there isn't a policy in place, don't lose hope. Have a few colleagues who are working remotely? Ask them for advice. If no one has done it before, it doesn't mean it's impossible. It just means that you need to present a well-thought plan of action. Don't be afraid to pave the way.

It's important to remember that your remote work proposal will be the first step in your journey. Be prepared for follow-up conversations and negotiations. Know what you want — you may have to make compromises when it comes to hours or certain processes, but these are small sacrifices in the grand scheme of things.

Throughout the negotiation process, make sure to keep your work quality high, and consistently express your commitment to the company. Dedication and loyalty go a long way in convincing your employer that remote work is the best move forward for you and the company. Keep the above recommendations in mind while preparing your proposal and for all conversations to follow.

Now, let's get started!

REMOTE WORK PROPOSAL FOR [YOUR NAME]
[date]

Introduction

I would like to explore the possibility of performing my duties as [POSITION] remotely. Having invested [X] years at [company], I am deeply committed to continuing my employment and I value my role and the work that I've done. I believe that remote work would increase the quality of my work and ability to contribute to the company's success.

Outlined below please find a proposed plan, including:

- An overview of my work to date;
- Details about my responsibilities and how related tasks will be completed remotely;
- A proposed schedule with specifics on my availability, and resources to maintain communication;
- Advantages of remote work to my department and the entire company.

This plan is designed with a remote work start date of [DATE]. I propose a three-month trial remote work arrangement starting on [DATE]. Before this period, I'd like to plan to gradually increase my remote work to ensure a smooth transition—starting with one day a week in the first month, two days a week in the second month, and three days a week in

the third month. Following the trial period, we can evaluate continuing this work arrangement based on my productivity and quality of work.

Employment Overview

As [TITLE], I have achieved great success in the [X YEARS] at [COMPANY]. Here is an overview of a few of my accomplishments, as well as feedback from my employee evaluations and annual reviews.

- [Project 1; describe outcome and benefit your department and employer; note documented feedback given in relation to project]
- [Project 2; describe outcome and benefit your department and employer; note documented feedback given in relation to project]
- [Project 3; describe outcome and benefit your department and employer; note documented feedback given in relation to project]

** Aim for 3-5 of your best accomplishments to highlight here. If you're relatively new to the workforce, highlight accomplishments from your education and internships or consider holding off on this remote work proposal template.*

Role and Responsibility

Outlined below are my responsibilities at [COMPANY NAME] and how I plan to execute all related tasks while remote.

- [Responsibility 1; and description of how tasks will be completed remotely (include: process, timeframe, and necessary correspondence.)]
- [Responsibility 2; and brief description of how tasks will be completed remotely (include: process, timeframe, and necessary correspondence.)]
- [Responsibility 3; and brief description of how tasks will be completed remotely (include: process, timeframe, and necessary correspondence.)]
- [Responsibility 4; and brief description of how tasks will be completed remotely (include: process, timeframe, and necessary correspondence.)]
- [Responsibility 5; and brief description of how tasks will be completed remotely (include: process, timeframe, and necessary correspondence.)]

I trust you'll agree that this outline is a comprehensive plan for how I can move forward in completing my tasks efficiently and successfully. I look forward to the opportunity to discuss these process changes within my department and the company as a whole.

**Be sure to note how each major responsibility will be taken care of — there may be more than five, so include them all. If you already fulfill some of your commitments from home, highlight how you do so in this section.*

Availability

During my trial period, I commit to maintaining complete availability during the agreed upon working hours, a strong internet connection and punctuality for all calls and meetings. Below are a few proposed work schedules and plan for communication with staff in the office.

Work Schedule

- Month 1: [LOCATION; remote days and hours remote]
- Month 2: [LOCATION; remote days and hours remote]
- Month 3: [LOCATION; remote days and hours remote]
- Long term: Once I've fully transitioned to remote work, I will continue to work my full work week. I will also provide advanced notice on any travel including details on my location, contact information and schedule changes.

Communication

Daily Communication

I will be available for communication at anytime via email and Gchat (or your company's messaging channel: Slack, Skype, etc. If your company doesn't have a messaging channel, here is the place to propose one).

Department and all-staff meetings

For all scheduled department and staff meetings I will plan to be in the office, during the early stages of the transition. As my time out of the office increases, I will be available to participate via video and conference calls. (If you will need to maintain calls and meetings with clients, note it here.)

**You'll want to be very strategic in this section. If you are planning to backpack abroad, it might not make sense to go into too much detail just yet. Remember, in the beginning stages of your remote work discussion, you'll want to maintain much of the same. This may mean starting your trial period from home, and then after you've proven your ability to work remotely, you can begin discussing alternative hours.*

Advantages of Remote Work

In addition to my ability to contribute greatly to the company outside of the office, I would also like to highlight the benefits of remote work to the company:

Cost Effective

Employees who work remotely will be pleased to cut down on commuting costs, but companies have even greater financial benefits. for each employee that telecommutes.

Greater Productivity

When employees are given the opportunity to work remotely, their productivity increases by 15-45%. This is because employees are given the freedom to work in environments where they can produce the best outcomes.

Morale Boost

Telecommuters are generally less stressed and happier than employees that work in an office, according to a study conducted by Penn State University. Anytime employees are given the opportunity to achieve work-life balance, it's beneficial for the employer and the employee.

Environmentally Friendly

Companies can reduce their carbon footprint by offering remote work opportunities. According to the Climate Group for the Global e-Sustainability Initiative telecommuting and online video conferencing decrease tons of carbon dioxide each year. Also, telecommuting means less cars on the road leading to less fuel consumption and air pollution.

Increased Retention and Incentive for New Staff

With trust and flexibility comes loyalty. When companies offer remote opportunities, changes like a spouse getting a new job, or a desire to travel won't force an employee to choose between work and life. Additionally, new hires are attracted to companies that offer remote working opportunities.

Conclusion

I've given a lot of time and thought to how I can effectively fulfill my responsibilities remotely. This plan serves as a jumping off point to establish clear, effective means of moving forward. With a trial period, I am confident that my transition to remote work will be successful with minimal adjustments necessary for our team.

I am extremely committed to maintaining my role at the company, and I greatly appreciate your consideration. I look forward to continuing the conversation with you and developing a mutually beneficial agreement.

Finally. A guide that gets you.

Compass is a community designed to help you live a global life on your terms
Every week, we'll send you actionable content crafted specifically for where you are in your travel journey.

compass.travelnoire.com