

You have found the page that contains my sample telecommuting proposal! Feel free to adapt this to your own work situation as you see fit - no need to give me credit. All that I ask: if you find this template helpful, share it with someone who wants to telecommute!

Thanks, and enjoy!

Jonathon

Telecommuting Proposal Template

To: Michael Scoff, Director of Software Development

From: Jonathon Madore, Senior Software Engineer

Overview

As a software engineer at Orange, Inc., I enjoy my role as Senior Software Engineer. I spend a good deal of time each week mentoring and training new employees to get them up to speed. The downside is that I have fewer uninterrupted blocks of time to work on new code for upcoming projects.

To remedy this situation, I am proposing a trial telecommuting period. On Tuesdays and Thursdays, I would work from my home office. I would work in the office as usual on Mondays, Wednesdays, and Fridays.

This would allow me to dedicate time each week to developing new software. I would also have the chance to continue mentoring junior engineers. This arrangement will allow me to develop software more quickly. It will also allow me to pass on knowledge to new employees. This will make the company more competitive in the long run.

The Business Case

In studies on telecommuting, many companies have found that remote employees enjoy increased productivity. For instance, Boeing discovered that telecommuters were 15% to 30% more productive than onsite colleagues. Also, IBM found a 10% to 20% increase in productivity among telecommuters. According to [Inc Magazine, a Stanford study](#) has shown that telecommuters got an entire day's productivity boost each week. This works out to a 20% increase in productivity.

In addition, our rival Banana Inc. has a generous telecommuting policy. They allow software engineers to telecommute two days per week. They were recently named one of the best places to work in Boston. This is due in part to their flexible work arrangements. To level the playing field in recruiting the best talent, we should respond with our own remote work policy.

Contributions at Orange, Inc.

I have been promoted twice in the past 3 years at the company. During this time, I have received only positive performance reviews. I have also helped to improve our software reviews process. In addition, I have mentored numerous new hires to help them get up to speed at the company. I believe I have acted responsibly in carrying out assigned duties and taking on additional work. I will continue to do my best work for the company, even when working remotely.

My Home Office

On telecommuting days, I will work out of my home office. This office consists of a 10' x 14' room in my house, which has two windows to provide natural light. The walls are painted a shade of green that always helps me to be more productive when I work there.

The room will be equipped with ample task lighting, along with ergonomic equipment. This ergonomic equipment includes a mouse, keyboard, and wireless headset for conference calls. I also have a dedicated telephone line through Skype, along with high-speed internet access through Verizon.

My computer is an Asus Zenbook 3, with Microsoft Office, Adobe Acrobat Reader, and Mozilla Firefox installed. This computer is dedicated for work tasks only. I have an HP OfficeJet 5741, which allows all-in-one printing, faxing, scanning, and copying. I also have plenty of pens, paper, staples, and printer ink.

Schedule

I plan to telecommute on Tuesdays and Thursdays every week. My availability will be from 8am-12pm and 1pm to 5pm. I will check email before lunch and towards the end of the day to answer non-urgent questions. Of course, I will be available by phone for emergency questions at (617) 123-4567.

This will give me two long blocks (about 3.5 hours each) of uninterrupted time. My plan for the morning block is to focus on writing new software and optimizing existing programs. For the afternoon blocks, I hope to perform code review for junior engineers.

At the end of each telecommuting day, I will write and submit work reports. They will detail what I worked on and the level of completion for that day.

Additional Considerations

Our company is admired for our elegant software solutions. However, every year, more employees and job candidates are asking for flexible work arrangements. I would like to spearhead our company's effort to adapt to this changing labor market. I am confident that I can develop and perfect telecommuting procedures that will improve productivity and foster teamwork. With these procedures in place, we will have a twofold advantage in the

marketplace. First, we will be more productive than competitors without telecommuting policies. Second, we will be more attractive to the most talented job candidates in the labor market.

Conclusion

Thank you for considering my proposal to telecommute part-time. I am confident that this arrangement will allow the company to operate more efficiently. This will help to make us more competitive for years to come. Please let me know if you would like to discuss any concerns.

Sincerely,

Jonathon D. Madore