

## APPENDIX A: Teleworking Application

**Name:**

**Title:**

**Division:**

**Official Work Location:**

**Teleworking Plan:** Indicate official workstation and teleworking site hours including lunch periods for the entire workweek:

|                                 | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|---------------------------------|--------|---------|-----------|----------|--------|----------|--------|
| Teleworking Site Work Hours     |        |         |           |          |        |          |        |
| Lunch Period                    |        |         |           |          |        |          |        |
| Official Workstation Work Hours |        |         |           |          |        |          |        |
| Lunch Period                    |        |         |           |          |        |          |        |

|                           |                         |
|---------------------------|-------------------------|
| Start Date:               | End Date:               |
| Teleworking Site Address: |                         |
| Phone Number:             | Alternate Phone Number: |

1. Can you supply a designated workspace within the teleworking site that meets the provisions of the Judiciary of Guam Teleworking Policy?

Yes     No

2. Can you maintain contact with office staff as required by the Judiciary of Guam Teleworking Policy?

Yes     No

3. Describe the type of work you propose to do at the teleworking site:

4. Describe how teleworking will improve the efficiency of the work performed:

5. Describe any equipment requirements:

6. How will equipment be provided that will be used at the teleworking site as defined in the Judiciary of Guam Teleworking Policy?

7. Describe a plan for maintenance of the required equipment:

