

## 100% Remote Work Request QRG

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**Guidelines**

Please see the [100% Remote Work Guidelines](#) posted on the KC for more information.

An employee's 100% Remote Work request MUST be approved prior to an employee being allowed to work 100% remotely.

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**Procedure***Current Employee Request Process:*

Step	Action
1	Employee verbally requests 100% remote work arrangement.
2	Manager discusses with BSL, and if the Employee is an Individual Contributor, obtains CCSO approval.
3	Manager completes <a href="#">100% Remote Work Request</a> survey.
4	An email is automatically sent to BSL (based on "Employee's Business Segment" selected on the survey by Manager) with a link to approve or deny the request. This email may be resent if needed.
5	BSL clicks the link in the email to approve or deny the request. <ul style="list-style-type: none"><li>• If approved, there will be an optional field to provide additional information relevant to the request.</li><li>• If denied, there will be a required field to provide more information about why the request was denied.</li></ul>
6	If approved, emails containing all information about the request will be generated to: <ul style="list-style-type: none"><li>- The Manager who submitted the request</li><li>- HR Generalist Team</li><li>- Payroll</li><li>- HRIS</li></ul> If denied, an email will be sent to the Manager who submitted the request and the HR Generalists.

*New Hires:*

Under all hiring circumstances, every effort should be made to hire a candidate that will relocate to Arizona. However, in the event there is a business need to hire a candidate who will permanently work outside the state of Arizona, they must meet the eligibility requirements and are required to attend in-person meetings or Company functions as determined by their Manager. 100% Remote Work for a new hire must be approved prior to the new hire's start date.

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**Contact**

Please contact a member of the Generalist Team with questions or concerns by emailing [HR\\_General@discounttire.com](mailto:HR_General@discounttire.com).

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