

Supervisors' Guide to Assessing Suitability for Remote Work for Staff

Employee Characteristics

The employee is in good standing and has met or exceeded expectations in the last two performance review cycles. New hires may be approved for remote work, but any such arrangements for fall 2021 should be evaluated by the supervisor mid-semester. Employees must also have demonstrated an ability while working remotely to:

- Successfully manage their own schedule
- Work independently
- Provide open communication lines with supervisor and colleagues
- Share knowledge with others when needed

Job Characteristics

The remote work arrangement being proposed enables the employee to continue to fulfill responsibilities relating to any in-person interactions with students, visitors, customers, and fellow employees. The employee's work can effectively be performed remotely during the fall semester. Work performed remotely:

- Produces the output needed to successfully perform the role
- Is at least somewhat self-directed or has a self-directed component
- Does not require in-person interactions with students, visitors, customers, and fellow employees, or the remote work arrangement proposed allows the employee to fulfill their responsibilities with regard to such interactions
- Can be performed efficiently and effectively, without disrupting the productivity of the unit

Environmental Characteristics

The continued interim remote work request does not require unit resources beyond those that have already been devoted to remote work during the pandemic.

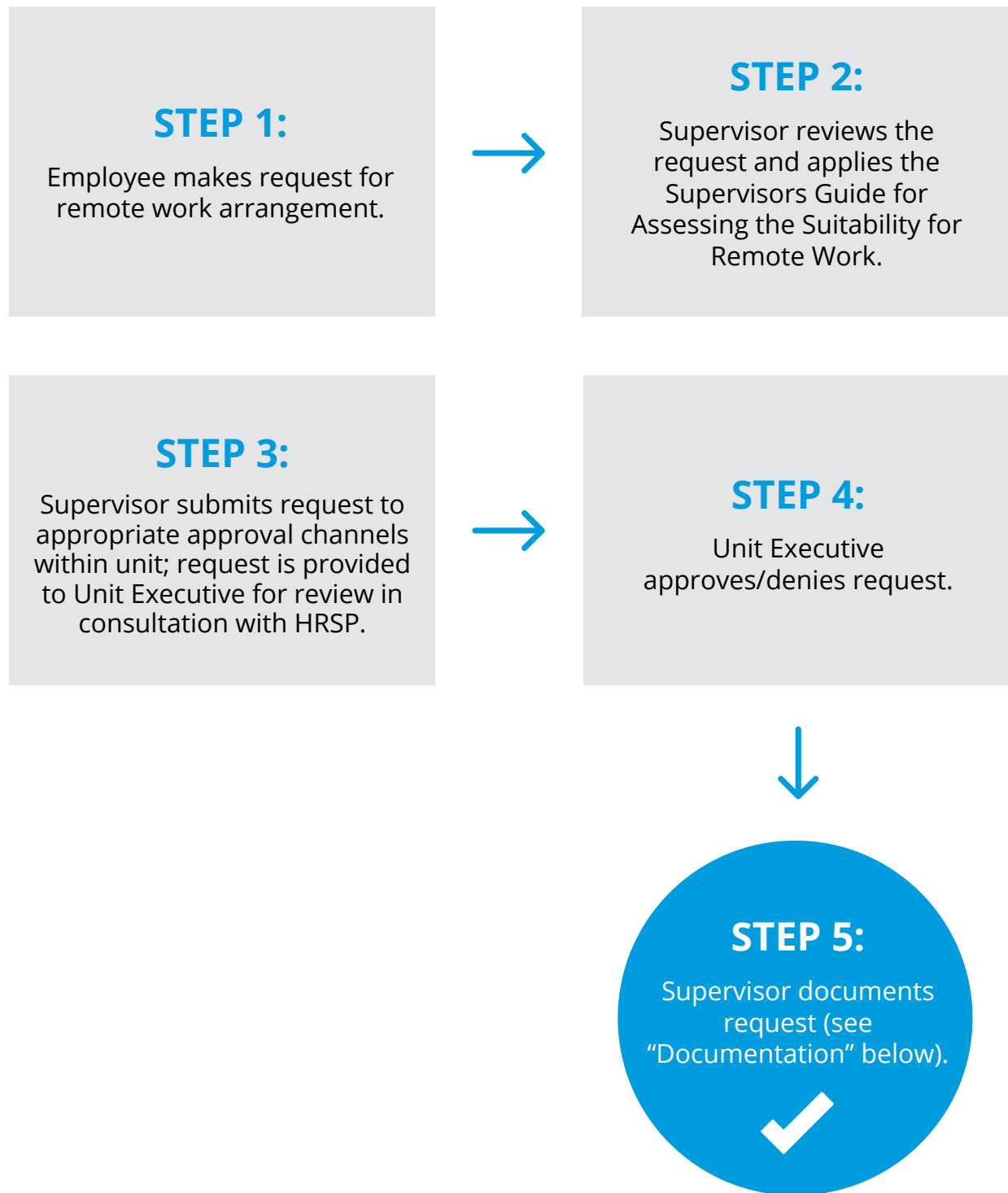
- Employee has satisfactory environment for remote work (safe workspace that is free from hazards, disruptions, and can accommodate necessary equipment)
- Employee has the appropriate technology (or the unit is able to provide the technology)
- Employee has the appropriate data security in place.
- Employees working in a hybrid capacity should be able to utilize specialized work space needs (i.e. technology, desk arrangements) while working onsite and should not need duplicate items to perform their role remotely

Documentation: *The remote working arrangement must be documented. Documentation must include requestor name, reason for remote work, employee's schedule, location of remote work station, and approval/or denial by unit.*



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Remote Working Request Process



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