

Remote Work: Factors to Consider

The purpose of this document is to serve as a guide in determining if a position and an employee are good candidates for remote work. Also included in this document are other factors for both the employee and supervisor to consider before entering into a Remote Work Agreement.

The decision to allow an employee to remote work must first be determined by an evaluation of the job responsibilities. Employee performance considerations are evaluated after deciding whether the job responsibilities are suitable for remote work. It is important to consider the nature of the job responsibilities based on a review of the employee's job description to include the nature of the job and the specific job duties.

Job Responsibility

- The job has clear defined tasks, deliverables and/or levels of service.
- Work is of a nature where in-person interaction is minimal and/or may be scheduled or facilitated effectively with technology.
- The job tasks require reading, writing, research, working with data and talking on the phone.
- The job does not rely upon specific equipment or supplies/information that are only available on site.
- The work can be performed away from the University office without diminishing the quality of customer service, the flow of work, communication, and productivity.
- The needs of the internal and external customers (co-workers, faculty/staff/students, etc) can be satisfied without adverse impact on the unit.
- The job functions can be performed in a way that appears invisible to customers.
- Working from an alternate location will not have an adverse impact on the productivity of work quality or other employees.

Employee Performance

- The employee works effectively without regular close supervision or monitoring.
- The employee demonstrates good time management skills by completing assignments on time.
- The employee demonstrates self-motivation and independence.
- The employee communicates information to leadership, co-workers, support staff, and customers in a timely and complete manner.
- The employee's demonstrated computer skills and proficiency with technology tools are sufficient to allow the employee to be productive at the alternate work location.
- Employee understands and demonstrates effective use of technology to ensure integrity, confidentiality, and security of data.

