REMOTE AND HYBRID WORK AGREEMENT FEASIBILITY ASSESSMENT

This document shall be used to help the manager/supervisor determine the feasibility of a particular position and/or employee to be engaged in a remote or hybrid work arrangement. The document will also assess the employee's and supervisor's work styles and determine if the styles would support such an arrangement. This feasibility assessment should be completed by the direct supervisor and reviewed by the Dean/Director before approving a remote work agreement.

As you conduct your assessment for your employing unit, do any patterns of approvals or denials emerge that might require explanation (race, gender, age, employee classification (CS, AP), other?) If so, please consult with HR to evaluate the situation.

A position may be suitable for remote or hybrid work if some or most of the duties and responsibilities can be performed outside of the regular work location. However, the change in work location should not have a negative impact on the equality of customer service, productivity, operational efficiency, or team cooperation. The determination should be first based on the type of work and not solely on employee performance.

Each position should be analyzed individually, per the duties and responsibilities of the job, to determine if the work can be done outside of the regular work environment.

Technology and access to Wi-Fi networks reliable internet also plays a large part in determining remote work and hybrid work suitability.

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Date of Assessment:

Name of Employee:		Position Title:	
Name of Supervisor:	Supervisor: Unit/Department:		
LIST THE ESSENTIAL DUTI	ES THE EMPLC	YEE WILL PERFORM REMOTE	LY:
1.			
2.			
3.			
4.			
5.			
hybrid work.	mine if your em	for Remote Work ployee's position's key duties lend cess to equipment, materials, and	
accessed on University property		coss to equipment, muterius, unu	area that can only be
YES	NO		
Do duties/responsibilities requ clients, or the public on Univer		e-to-face contact with supervisors	, other employees, students,
YES	NO		
Do key duties require extensive	e time in-person	meetings or performing work on	University property?
YES	NO		
Do security or confidentiality of	concerns require	duties to be conducted on Univer	sity property?
YES	NO		
How reliant is this position or	n computer tech	nology to accomplish key duties?	
HEAVILY		MODERATELY	MINIMALLY

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w nat perce	entage of time is i	required on Univers	sity property (1 d	ay = 20%)? %	
20	%	40%	60%	80%	100%
Can the tir	ne spent on the a	above type of tasks	support a remote	work?	
	YES	NO			
If not, can	you rearrange th	e position's duties	(performed on th	e same day) to supp	ort remote work?
YES	NO				
*Having co	nsidered the abo	ve information, how	w frequently is ac	cceptable for this pos	sition to work
remotely?					
	1 Day a week		2 Days a	ı week	
	3 Days a week		4 Days	a week	
			5 Davs a week		

^{*} Please provide a brief rationale for the number of days a week you view as appropriate for this position to work remotely.

EMPLOYEE REMOTE WORK FEASIBILITY ASSESSMENT

This section will help you determine if the employee can work in a self-directed manner in managing his or her work and time.

work and time.	
Does the employee have a complete	understanding of his or her job and performance expectations?
YES	NO
Does the employee regularly demor	nstrate that his or her approach to work is organized and dependable?
YES	NO
Is the employee highly productive?	
YES	NO
Does the employee regularly meet d	leadlines?
YES	NO
Can the employee work independer	ntly and without constant supervision?
YES	NO
Can direction be provided by phone	e?
YES	NO
Does the employee need/desire to b	e around coworkers?
YES	NO
Are there any known potential distr	ractions at home?
YES	NO
Can the employee work in an enviro	onment with little structure?
YES	NO
Does the employee have the techno capability, to work from home?	logy, including computer, appropriate software, and remote access
YES Does the employee have a suitable v	NO workspace at home?
YES Can the employee's performance at	NO shome be measured?

YES

NO

Based on the above, does the collective weight of Yes answers support the employee being a teleworker?

Please provide your rationale for approving/denying the request: