

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.

UIS REMOTE WORK FEASIBILITY ASSESSMENT

Date of Assessment:

Name of Employee:

Position Title:

Name of Supervisor:

Unit/Department:

LIST THE ESSENTIAL DUTIES THE EMPLOYEE WILL PERFORM REMOTELY:

- 1.
- 2.
- 3.
- 4.
- 5.

Supervisor's Assessment of Position Suitability for Remote Work

This section will help you determine if your employee's position's key duties lend themselves to remote or hybrid work.

Do essential responsibilities require ongoing access to equipment, materials, and files that can only be accessed on University property?

YES

NO

Do duties/responsibilities require extensive face-to-face contact with supervisors, other employees, students, clients, or the public on University property?

YES

NO

Do key duties require extensive time in-person meetings or performing work on University property?

YES

NO

Do security or confidentiality concerns require duties to be conducted on University property?

YES

NO

How reliant is this position on computer technology to accomplish key duties?

HEAVILY

MODERATELY

MINIMALLY

UIS REMOTE WORK FEASIBILITY ASSESSMENT

What percentage of time is required on University property (1 day = 20%)? %

20%

40%

60%

80%

100%

Can the time spent on the above type of tasks support a remote work?

YES

NO

If not, can you rearrange the position's duties (performed on the same day) to support remote work?

YES

NO

*Having considered the above information, how frequently is acceptable for this position to work remotely?

1 Day a week

2 Days a week

3 Days a week

4 Days a week

5 Days 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.

Does the employee have a complete understanding of his or her job and performance expectations?

YES NO

Does the employee regularly demonstrate 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 deadlines?

YES NO

Can the employee work independently and without constant supervision?

YES NO

Can direction be provided by phone?

YES NO

Does the employee need/desire to be around coworkers?

YES NO

Are there any known potential distractions at home?

YES NO

Can the employee work in an environment with little structure?

YES NO

Does the employee have the technology, including computer, appropriate software, and remote access capability, to work from home?

YES NO

Does the employee have a suitable workspace at home?

YES NO

Can the employee's performance at home 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: