



Alternative Work Arrangement Questionnaire for Supervisors

Position Suitability Assessment	Yes	No
Consider the primary functions (purpose) of the position that the alternative work arrangement has been requested for. Must those functions be performed on-site?	<input type="checkbox"/>	<input type="checkbox"/>
Does this position require extensive in-person customer/student/public facing support that could not easily be performed remotely?	<input type="checkbox"/>	<input type="checkbox"/>
Do the core responsibilities require ongoing access to equipment, materials, and files that can only be accessed on-site?	<input type="checkbox"/>	<input type="checkbox"/>
Does the nature of the work require extensive time in meetings or on collaborative efforts within the department or with other departments?	<input type="checkbox"/>	<input type="checkbox"/>
Would this position being performed remotely create additional work for other positions in the department?	<input type="checkbox"/>	<input type="checkbox"/>
Analyze your department's workflow and staffing. Identify peak service and demand times. Would remote work need to stagger with others or occur during non-peak times of the year only?	<input type="checkbox"/>	<input type="checkbox"/>
Would it be difficult to gauge how productivity is affected by the change to a remote setting?	<input type="checkbox"/>	<input type="checkbox"/>
Is the position FLSA non-exempt (hourly or hourly-paid-salary)? Non-exempt staff must be compensated for all time worked, whether authorized or not. Consider whether how you will be able to ensure the accuracy of the hours the employee reports having worked.	<input type="checkbox"/>	<input type="checkbox"/>
For any of the above questions that <i>may</i> pose a concern, consider whether the concern is mitigated because the arrangement is only being requested on a partial basis or whether the duties can be rearranged to support hybrid/partial telecommuting.		
Notes:		

Suitability Assessment of the Employee	Yes	No
Are there any challenges with the employee understanding their job and performance expectations?	<input type="checkbox"/>	<input type="checkbox"/>
Do I frequently need to troubleshoot problems, answer questions, or provide direction? If so, can this direction be provide over the phone/TEAMS or via email in a timely manner that does not hinder productivity?	<input type="checkbox"/>	<input type="checkbox"/>
Consider how the employee's work is normally monitored to ensure that tasks/projects are being completed. Will this approach be challenging from a distance for the requested telework frequency?	<input type="checkbox"/>	<input type="checkbox"/>

Suitability Assessment of the Employee	Yes	No
Does the employee have a record of issues with dependability or with meeting established deadlines?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee consistently meet or exceed performance expectations?	<input type="checkbox"/>	<input type="checkbox"/>
Has the employee had disciplinary action or been on a performance improvement plan during the last year?	<input type="checkbox"/>	<input type="checkbox"/>
Does the employee need time in order to establish an office setup to effectively work remotely?	<input type="checkbox"/>	<input type="checkbox"/>
If I will need to do differently to support the employee who is teleworking and is that manageable?	<input type="checkbox"/>	<input type="checkbox"/>

Team Effectiveness	Yes	No
Do team members frequently work on complex projects that require collaborating frequently? If so, consider whether or not this collaboration can happen via phone/Zoom without hindering the team productivity.	<input type="checkbox"/>	<input type="checkbox"/>
Would a telework arrangement cause a significant amount of additional work on the part of staff members who are not teleworking?	<input type="checkbox"/>	<input type="checkbox"/>
Notes:		

Based on the collective responses to the questionnaire, consider whether or not you could recommend any level telework for this position. If so, is there a maximum number of days per week that would be supported.