

Evaluate Position

Can this position be remote based on job duties?

No

Employee works fully on campus

Review policy ADM 04-112 Working Remotely and use the Supervisor Remote Work Toolkit for guiding questions and additional Information.

Entire position or part of the position

Evaluate Employee Fit

Does employee meet remote work criteria as per policy?

No

Consult with HR as needed

Discuss with the employee possible changes that may allow remote work in the future

Re-evaluate employee's fit in 1 year (or sooner if applicable)

Yes

Evaluate Plan

Is my remote work plan equitable, fair, and consistent?

Consult with HR as needed

Consult with Department Leadership

Is there a structure in place to manage remote and hybrid teams?

No

Review guide, attend training, create structure

Yes

Supervisor & employee review policy

Supervisor & employee discuss expectations and schedule

Secure signatures for the agreement & keep within department

Employee starts remote work (fully or hybrid based on Q1 and agreement)