



Flexible Work Determination

Supervisor Checklist

Purpose:

This checklist assists supervisors in determining whether a position is appropriate for remote work arrangements.

STEP 1: Position Suitability

Can the job be effectively performed remotely without reducing service quality?

- Duties can be performed without regular on-campus presence
- No need for physical access to on-campus-only equipment or files
- No routine handling/transport of confidential paper documents
- Work can be completed using phone, email, Teams/Zoom
- Requires minimal in-person supervision
- Core duties include remote-capable tasks (analysis, research, writing, reporting, project management, data work, etc.)

If any critical duty requires physical presence, remote work may not be appropriate.

STEP 2: Employee Readiness & Performance

Is the employee positioned to succeed in a remote environment?

- Demonstrates self-motivation and accountability
- Consistently meets deadlines
- Works independently with minimal supervision
- Effectively manages time and priorities
- Has met or exceeded performance expectations in the past 12 months
- No active performance improvement concerns

If performance concerns exist, remote work should be reconsidered.

STEP 3: Team & Operational Impact

Will remote work maintain team effectiveness and service continuity?

- Employee understands departmental culture and expectations
- Communicates clearly and consistently
- Maintains strong working relationships
- Willing to adjust schedule or report to campus as needed
- Remote arrangement will not disrupt team workflow or service delivery

If team collaboration or responsiveness would suffer, reconsider approval.

STEP 4: Remote Work Environment

Does the employee have an appropriate workspace?

- Safe, quiet, and private workspace
 - Reliable, secure internet connection
 - Ability to maintain university data security standards
 - Required technology and equipment available
 - Household members understand work schedule boundaries
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Supervisor Determination

- Approved as Remote-Eligible Position**
- Not Approved at This Time**

Position Number: _____

Position Title: _____

Supervisor Name: _____

Date: _____

1. *Approval is contingent upon required HR and leadership review and does not guarantee out-of-state authorization. Employee must Complete Request for Flexible Work Arrangement Form in [Banner 9 Self-Service](#) (Employees Tab-->Flexible Work Arrangement Agreement-->Request a Flexible Work Arrangement Agreement).*