

Staff Telework Suitability Questionnaire for Supervisors

Position Suitability Assessment	Yes	No
Consider the primary functions (purpose) of the position that telework has been requested for. Must those functions be performed on-site?		
Does this position require extensive in-person customer/student/public facing support that could not easily be performed remotely?		
Do the core responsibilities require ongoing access to equipment, materials, and files that can only be accessed on-site?		
Does the nature of the work require extensive time in meetings or on collaborative efforts within the department or with other departments?		
Would this position being performed remotely create additional work for other positions in the department?		
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?		
Would it be difficult to gauge how productivity is affected by the change to a remote setting?		
Is the position FLSA non-exempt (hourly or hourly-paid-salary)? Pursuant to UNI Policy 4.15 , 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.		
For any of the above questions that <i>may</i> pose a concern, consider whether the concern is mitigated because telework is only being requested on a partial basis or whether the duties can be rearranged to support partial telework.		
Notes:		

Suitability Assessment of the Employee	Yes	No
Are there any challenges with the employee understanding their job and performance expectations?		
Do I frequently need to troubleshoot problems, answer questions, or provide direction? If so, can this direction be provide over the phone/Zoom or via email in a timely manner that does not hinder productivity?		
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?		

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

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.		
Would a telework arrangement cause a significant amount of additional work on the part of staff members who are not teleworking?		
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.

This form does not need to be attached to the completed Telework Request and Agreement Form, although if utilized, it should be retained by the supervisor.