# **Telework Feasibility Worksheet**

**Purpose:**
To collect information to be used to determine the suitability of a requested telework arrangement.

**Recommended process:**

1. Employee to complete sections 1 and 2 of the form first.
2. Supervisor to review/edit, discussing edits with the employee.
3. Supervisor to submit to department head with recommendation to approve or not approve.
4. Department Head to review with the Unit Authority to approve or not approve.

Unit Authority: A position that reports directly to an Associate or Assistant Vice President, Vice Provost, Vice President, or to the President.

**Section 1: Employee/Department Information**

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| --- | --- |
| **Employee Name** |  |
| **Job Title:** |  |
| **Department/Unit:** |  |
| **Supervisor:** |  |

## Section 2: Position Eligibility

### Position Responsibilities, Impacts, and Department Considerations

Positions must be eligible for a telework arrangement. See section 3 of the policy.
A position eligible for hybrid or remote work is one that has partial or full responsibilities that can be conducted remotely, using basic technology without affecting service quality or organizational operations.

**Is the job description up to date?**

Telework assessments are to be based on up-to-date position descriptions.

[ ] Yes [ ] No

### Onsite Work Requirements

**Are any of the duties of this position public facing (requiring in person contact to perform the duties)?**

[ ] Yes [ ] No

**If yes**, what is the plan to perform the public facing duties?

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**List any duties that may be public facing but may be difficult to successfully perform remotely. Include a plan to ensure success.**

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**What impact will the arrangement have a significant impact on the job duties of other staff and university personnel? Explain how this will be addressed:**

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**Are data and files easily accessible from the telework site?**

[ ] Yes [ ] No

**What is the plan if they are not?**

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## Section 3: Employee Eligibility: (To be completed by the Supervisor)

### Employee Performance

Employees not meeting satisfactory performance expectations may not be eligible for telework. See Section 3 of the policy.

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| **Performance Considerations** | **Yes (Y)No (N)Needs Improvement (NI)** |
| Has a clear understanding of the position and expectations? (e.g., new hires may need in person training and supervision for a period of time) |  |
| Demonstrates satisfactory or better performance? |  |
| Is punctual and maintains good attendance (without regard to FMLA leave)? |  |
| Demonstrates consistent ability to complete tasks and assignments timely and accurately? |  |
| Employee consistently works well independently and does not require close supervision? |  |
| Demonstrates to be responsive to communications (e.g. email, phone calls) |  |

**Supervisor comments regarding employee’s eligibility:**

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### Employee Schedule and Workspace for Hybrid Work Arrangements

**What is the proposed workspace arrangement if this is a hybrid request?**

(e.g., keeping same office space; converting to a shared space; will provide as needed)

Office space is not guaranteed. See Section 6 of the policy.

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**Does the employee have the discretion to determine their schedule week to week, day to day?**

[ ] Yes [ ] No

**Will the employee be required to provide their hybrid schedule ahead of time?**

[ ] Yes [ ] No

If yes, when? (e.g., each Friday for the following week? First of each month?)

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**If there is a set schedule to follow, what is the proposed schedule?**

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **Hours** |  |  |  |  |  |  |  |
| Telework (T) or Onsite (O) |  |  |  |  |  |  |  |
| **Variable (may change based on need)** |   |   |  |  |  |  |  |

**Other scheduling arrangements or expectations:**

### Designated Remote Site Equipment/Software Needs

If a remote work arrangement is approved, the following section can be used to identify equipment and other resources needed to work remotely.

University policy and state ethics regulations require that university resources including equipment, supplies, e-mail, Internet access, furniture, etc., be used for university work-related reasons only. The University will provide *one workstation* for each employee. Employees and supervisors/managers should determine the appropriate distribution of equipment based on the employee's schedule and needs.

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| --- | --- | --- | --- | --- | --- | --- |
| **Equipment Needed** | **Supplied by WWU?** | **Supplied by Employee?** | **Located on campus?** | **Located at remote work site?** | **Duplicate items at both locations?** | **Cost of equipment if needed** |
| Laptop computer |  |  | No sign with solid fill | No sign with solid fill | No sign with solid fill |  |
| Desktop computer |  |  |  |  | No sign with solid fill |  |
| Monitor(s) |  |  |  |  |  |  |
| Docking Station |  |  |  |  |  |  |
| Keyboard/Mouse |  |  |  |  |  |  |
| Internet |  |  | No sign with solid fill | No sign with solid fill | No sign with solid fill |  |
| Webcam |  |  |  |  |  |  |
| Headset |  |  |  |  |  |  |
| Printer |  |  |  |  | No sign with solid fill |  |
| Scanner |  |  |  |  | No sign with solid fill |  |
| Desk |  |  |  |  | No |  |
| Chair |  |  |  |  | No |  |
| Software 1 (ex. Adobe) |  |  | No sign with solid fill | No sign with solid fill | No sign with solid fill |  |
| Software 2 |  |  | No sign with solid fill | No sign with solid fill | No sign with solid fill |  |
| Software 3 |  |  | No sign with solid fill | No sign with solid fill | No sign with solid fill |  |
| File Cabinet |  |  |  |  | No sign with solid fill |  |
| Physical Storage |  |  |  |  | No sign with solid fill |  |
| Other |  |  |  |  |  |  |

### Additional Considerations

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| Are the any additional costs identified or equipment needed to secure and maintain a telework workspace that is adequately equipped? |  |
| Does the remote workstation meet ergonomic and safety standards?  |  |

## Next Steps

### The supervisor/manager is to inform the employee of the decision to grant a telework arrangement or not.

### The employee is to initiate the [Telework Request and Agreement form](https://esign.wwu.edu/forms/HR/_remote_work_agree_staff_7.aspx) to document the request and decision. **Employee requests to telework that are denied must be documented using this form**.

### Follow the instructions on the form including reviewing any applicable Collective Bargaining Unit Agreements.