

REMOTE WORK ELIGIBILITY CHECKLIST FOR SUPERVISORS

Remote Work Resources

- **Section 16 of the University Policy Manual ([Community](#))**
- **HR Remote Work Agreement ([Etrieve](#))**
- **Remote Work Procedures ([PDF](#))**

Position Eligibility

Evaluate the role itself, regardless of the employee currently in it.

- Is this position classified as one that supports remote work under university policy?
- Is this position's job classification or level traditionally eligible for remote work?
- Can the primary job duties be effectively performed in a remote setting?
- Will any job responsibilities need modification to be feasible remotely?
- Will the quality or timeliness of service be impacted if this role is remote?
- Are there potential negative effects on community engagement or service delivery?
- Will remote work significantly affect collaboration with other teams or departments?
- Are adequate collaboration tools available for this role to function effectively off-site?
- Are there any legal, regulatory, or university policies that prohibit remote work for this role?
- Does the remote arrangement align with Sections 6 and 16 of the University Policy Manual?

Employee Eligibility

Evaluate the specific employee being considered for remote work.

- Does the employee have a record of strong and consistent performance?
- Is the employee's attendance record consistently reliable?
- Has the employee demonstrated strong self-discipline and independence in their current role?
- Does the employee manage their time effectively without close supervision?
- Is the employee proficient with the necessary technologies to support remote work?
- Does the employee demonstrate strong communication and collaboration skills?
- Is the employee adaptable and proactive when addressing challenges?
- Has the employee avoided performance improvement plans in the current or past review year?
- Does the employee's most recent performance evaluation meet or exceed expectations?

For any team-specific questions or concerns regarding remote work policies or arrangements, we encourage you to contact Human Resources directly at 310.506.4397. We're here to provide guidance tailored to your needs.